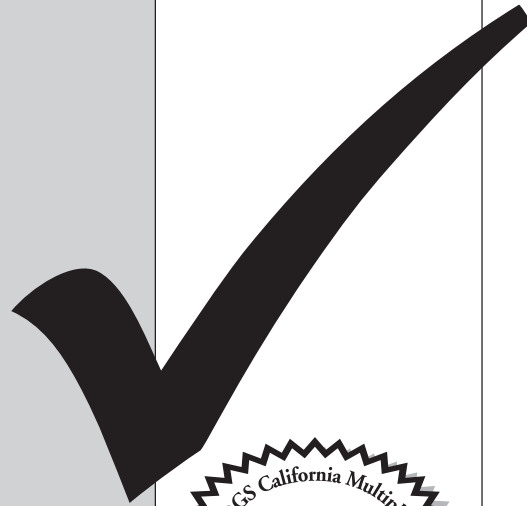


# ***How to Become an Authorized CMAS Contractor***

**CONTRACTOR  
P A C K E T**



**California Multiple Award Schedules**

Procurement Division • Department of General Services  
State of California

Call CMAS for information  
**(916) 375-4363**

# CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS)

## TABLE OF CONTENTS

(Includes updated information from Bulletins #1 through #36)

<b>SECTION 1 – OVERVIEW .....</b>	<b>5</b>
HOW TO GET STARTED .....	5
CONTRACT BASE .....	5
MULTIPLE AWARD CONTRACT .....	5
CMAS CONTRACT TERM .....	6
CONSULTING SERVICES .....	6
PRODUCTS AND PERSONAL SERVICES .....	6
MAKE US AN OFFER .....	6
MAKE US AN OFFER (CONTINUED) .....	7
WHAT IS AVAILABLE? .....	7
WHAT IS EXCLUDED? .....	7
CMAS WEB SITE .....	8
ONLINE SEARCH INSTRUCTIONS .....	8
PROTESTS .....	8
QUESTIONS? .....	8
<b>SECTION 2 - CONTRACTOR PROPOSAL (NEW OR RENEWAL).....</b>	<b>9</b>
PROVIDE WRITTEN OFFER .....	9
FEDERAL GSA BASED CONTRACTS .....	9
NON-FEDERAL GSA BASED CONTRACTS .....	9
REQUIRED CONTRACTOR INFORMATION .....	10
CMAS TERMS AND CONDITIONS .....	10
RESELLERS .....	10
AUTHORIZATION FOR CONSULTING SERVICES .....	10
AUTHORIZATION FOR PRODUCTS AND PERSONAL SERVICES .....	11
MANUFACTURER AUTHORIZATIONS .....	11
CMAS CONTACT DESCRIPTION .....	11
REQUIRED CERTIFICATIONS AND FORMS .....	11
SECRETARY OF STATE CERTIFICATE OF STATUS .....	12
QUESTIONS? .....	12
WHERE TO SEND PROPOSAL? .....	12
<b>SECTION 3 – ADMINISTRATIVE REQUIREMENTS .....</b>	<b>13</b>
CONTRACTOR TRAVEL .....	13
TRAINING VOUCHERS .....	13
REPLACEMENT PRODUCTS .....	13
<b>SECTION 4 – CONTRACT CONSIDERATIONS .....</b>	<b>14</b>
CONTRACTOR DISTRIBUTES CONTRACT .....	14
BOND REQUIREMENTS .....	14
MAXIMUM NUMBER OF CMAS CONTRACTS .....	14
CHANGE NAME OR OWNERSHIP .....	14
CONTRACTOR CONTACT NAME CHANGE .....	14
OPEN MARKET/INCIDENTAL, NON-CONTRACT ITEMS .....	15
NEW EQUIPMENT REQUIRED .....	15
TELECOMMUNICATIONS DIVISION CONTRACT CNT-001 (MANDATORY REQUIREMENTS) .....	15
FEDERAL ENERGY MANAGEMENT PROGRAM (FEMP) OR ENERGY STAR PRODUCTS .....	15

# CMAS CONTRACTOR PACKET

<b>SECTION 5 – PAYMENTS AND INVOICES .....</b>	<b>16</b>
CONTRACT PRICE IS MAXIMUM (CAP).....	16
ADMINISTRATIVE FEE/BILLING .....	16
MAINTENANCE SALES TAX .....	16
PROGRESS PAYMENTS .....	17
ADVANCE PAYMENTS.....	17
CONTRACTOR INVOICES .....	18
REQUIRED PAYMENT DATE .....	18
NAME CHANGES.....	18
PAYEE DATA RECORD (STD. 204) .....	18
<b>SECTION 6 – SMALL AND DISABLED VETERAN BUSINESSES AND AMERICANS WITH DISABILITIES (ADA).....</b>	<b>19</b>
SMALL BUSINESS CERTIFICATION .....	19
ADMINISTRATIVE FEE WAIVED FOR SMALL BUSINESSES .....	19
PROOF OF REGISTERED STATUS.....	19
SMALL BUSINESS CONSIDERATION.....	19
WEB SITE .....	19
DISABLED VETERAN CERTIFICATION .....	19
AMERICANS WITH DISABILITIES ACT (ADA) .....	19
SMALL BUSINESS/DVBE SUBCONTRACTING PARTICIPATION .....	20
<b>SECTION 7 – PURCHASE ORDER DOLLAR LIMITS AND SOLICITATION PROCESS.....</b>	<b>21</b>
ORDER LIMITS \$250,000 OR LESS .....	21
INFORMATION TECHNOLOGY ORDER LIMITS \$250,000 TO \$500,000 .....	21
RESELLERS .....	21
NO EXEMPTIONS .....	21
EXCLUDED COSTS .....	22
APPROVAL REQUIRED FOR NON-IT SERVICES EXCEEDING \$50,000 .....	22
<b>SECTION 8 – PURCHASE ORDER PROCEDURES AND GUIDELINES.....</b>	<b>23</b>
NOT COMPETITIVE BID .....	23
AWARDS BASED ON BEST VALUE .....	23
ORDER SPLITTING .....	23
PURCHASE ORDER AMENDMENTS .....	23
CAL-CARD TRANSACTIONS .....	23
DELIVERY OF PRODUCTS AND SERVICES .....	23
REJECT INACCURATE PURCHASE ORDERS .....	23
MULTIPLE CONTRACTS - ONE PURCHASE ORDER FORM .....	24
LOCAL GOVERNMENT AGENCIES .....	24
STANDARD FORM.....	24
ELECTRONIC STATE STANDARD FORMS .....	24
DIRECT LINK TO THE STANDARD FORM 65.....	24
<b>SECTION 9 – RENTAL, FINANCE AND LEASE POLICIES.....</b>	<b>25</b>
STATE OF CALIFORNIA’S FINANCIAL MARKETPLACE .....	25
WEB SITE .....	25
PURCHASE ORDER LIMIT.....	25
ADMINISTRATIVE FEE/COST.....	25
FEDERAL LEASE TO OWN PURCHASE (LTOP).....	25
FEDERAL GSA LEASE PROVISIONS .....	25
<b>SECTION 10 – QUARTERLY REPORTS (MANDATORY) .....</b>	<b>26</b>
SEPARATE REPORT PER CONTRACT.....	26
DELINQUENT REPORTS .....	26
RESELLER SALES ACTIVITY.....	26
MANDATORY FORMAT .....	26
REQUIRED INFORMATION .....	26

## CMAS CONTRACTOR PACKET

TOTAL ALL PURCHASE ORDERS .....	26
PURCHASE ORDERS FOR SERVICES .....	26
AMENDED PURCHASE ORDERS AND REPORTS .....	26
TAX NOT INCLUDED .....	27
REPORT ONCE ONLY .....	27
REPORT DUE DATE.....	27
NO ACTIVITY .....	27
WHERE TO SEND REPORT? .....	27
<b>SECTION 11 – NOT SPECIFICALLY PRICED ITEMS (NSP).....</b>	<b>28</b>
WHAT IS NSP? .....	28
CONTRACTOR OPTION AND RESPONSIBILITY .....	28
NSP NOT AVAILABLE .....	28
MANUFACTURER AUTHORIZATION REQUIRED.....	28
DOLLAR LIMITS.....	28
CLEARLY IDENTIFY NSP .....	28
ITEMS SPECIFICALLY EXCLUDED.....	29
OTHER NSP PARAMETERS .....	29
NSP EXAMPLE .....	29
<b>SECTION 12 – UPDATES AND/OR CHANGES TO CMAS CONTRACTS.....</b>	<b>30</b>
CHANGES TO FEDERAL GSA SCHEDULES.....	30
CHANGES TO NON-FEDERAL GSA MULTIPLE AWARD CONTRACTS.....	30
<b>SECTION 13 – CONTRACTOR COMPLIANCE.....</b>	<b>31</b>
COMPLIANCE FOCUS .....	31
CONTRACTOR RESPONSIBILITY .....	31
USING ANOTHER CONTRACTOR’S MULTIPLE AWARD CONTRACT .....	31
PRODUCT AND PRICE BUNDLING .....	31
COPIES OF INVOICES .....	31
COPIES OF PURCHASE ORDERS .....	31
LINE ITEM SUBSTANTIATION .....	32
COPIES OF AMENDMENTS .....	32
AGENCY COMPLIANCE REVIEWS .....	32
AGENCY DOCUMENTATION .....	32
<b>SECTION 14 – PUBLIC WORKS PROJECTS.....</b>	<b>33</b>
DEFINITION OF A PUBLIC WORKS PROJECT .....	33
INSTALLATION OF PHYSICAL LAYER CABLE AND CARPET.....	33
AGENCY RESPONSIBLE FOR LAWS AND CODES .....	33
AGENCY DETERMINES APPROPRIATE CLASSIFICATION .....	33
AGENCY VERIFIES STATUS.....	33
STATE CONTRACTING MANUAL .....	33
PRIME AND SUBCONTRACTOR MUST BE LICENSED.....	34
BOND REQUIREMENTS.....	34
<b>EXHIBIT A - LOCAL GOVERNMENT AGENCY USAGE .....</b>	<b>35</b>
<b>EXHIBIT B – DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS .....</b>	<b>37</b>
<b>EXHIBIT C – HOW TO OBTAIN FEDERAL GSA PRICE SCHEDULES.....</b>	<b>39</b>
<b>EXHIBIT D – SPECIFIC MANUFACTURER AUTHORIZATIONS .....</b>	<b>41</b>
<b>EXHIBIT E – COMPONENTS OF A CMAS CONTRACT .....</b>	<b>42</b>
<b>EXHIBIT F – CONTRACTOR CONTACT NAME OR ADDRESS CHANGE.....</b>	<b>43</b>

## **CMAS CONTRACTOR PACKET**

<b>EXHIBIT G – CONTRACTOR NAME/OWNERSHIP CHANGE.....</b>	<b>44</b>
<b>EXHIBIT H – USEFUL WEB SITES.....</b>	<b>46</b>
<b>EXHIBIT I – PRODUCTIVE USE REQUIREMENT FOR INFORMATION TECHNOLOGY PRODUCTS .....</b>	<b>47</b>
<b>EXHIBIT J – AMERICANS WITH DISABILITIES ACT (ADA) NOTICE.....</b>	<b>48</b>
<b>EXHIBIT K – MARKETING CMAS.....</b>	<b>49</b>
<b>EXHIBIT L – CMAS QUARTERLY BUSINESS ACTIVITY REPORT REQUIRED FORMAT (A REPORT IS REQUIRED EVEN WHEN NO ACTIVITY).....</b>	<b>50</b>
<b>EXHIBIT M – TELECOMMUNICATIONS DIVISION CONTRACT CNT-001 .....</b>	<b>51</b>
<b>EXHIBIT N – CMAS ONLINE SEARCH INSTRUCTIONS.....</b>	<b>52</b>
<b>EXHIBIT O – SECRETARY OF STATE CERTIFICATE OF STATUS .....</b>	<b>54</b>
<b>EXHIBIT P – SAMPLE LETTER OF OFFER.....</b>	<b>57</b>
<b>EXHIBIT Q – PAYEE DATA RECORD.....</b>	<b>59</b>
<b>EXHIBIT R – CONTRACTOR CERTIFICATION.....</b>	<b>61</b>
<b>EXHIBIT S – CONTRACTOR’S LICENSE INFORMATION .....</b>	<b>64</b>
<b>EXHIBIT T – SERVICES REQUIREMENTS.....</b>	<b>66</b>
<b>EXHIBIT U – PRODUCTS AND SERVICES CODES.....</b>	<b>74</b>

# CMAS CONTRACTOR PACKET

## SECTION 1 – OVERVIEW

---

### How to Get Started

Review Section 1 and 2 initially. Section 1 describes how the program works and Section 2 outlines what must be submitted to establish a CMAS contract. Once you receive your contract, review the remaining sections to ensure successful administration of your CMAS contract.

To receive additional copies of the Contractor Packet, see our web site or call the CMAS Unit at **916-375-4363** and leave a mailing address or a name and telephone number.

**Please indicate that you are a registered small business, if applicable, to ensure expedite handling.** The application packet will be mailed the following day.

---

### Contract Base

The State of California establishes multiple award contracts in accordance with Public Contract Code (PCC) Sections 10290 et seq. and 12101.5 (effective January 1994).

The CMAS Unit does not conduct a bid. Since we are not conducting a bid, all products and services offered must have already been evaluated by some other entity.

The contractor offers products, services and prices from an already existing competitively assessed, cost compared multiple award contract. To these products, services and prices, California adds contract terms and conditions and procurement codes, policies, and guidelines.

We do not “use” the federal GSA schedule or other non-federal GSA multiple award contract. Instead, we establish a totally independent California contract using the “same” products, services and prices.

The Contractor markets and distributes the contract, and provides CMAS with a quarterly report of all sales transactions.

The agency issues orders directly to the Contractor and sends CMAS a copy (except for furniture contracts that require Prison Industry Authority (PIA) waivers and non-information technology services orders over \$50,000).

The agency is billed directly for 1.93% of the purchase order total. The administrative fee is not included in the purchase order. The administrative fee is waived for purchase orders to certified small businesses.

---

### Multiple Award Contract

A multiple award contract is one that is awarded to multiple contractors (two or more) for same and similar products and services at same and similar costs. Multiple award does not pertain to the number of buyers ordering from the contract, but, instead, the number of contractors receiving the award from a common bid or negotiation process.

**NOTE:** CMAS contracts are based primarily on products, services and prices from the federal General Services Administration (GSA) multiple award schedule program, but not exclusively.

---

# CMAS CONTRACTOR PACKET

## SECTION 1 – OVERVIEW

---

### CMAS Contract Term

The CMAS contract typically reflects the same start and end term as the referenced federal GSA schedule or non-federal GSA multiple award contract, except for federal GSA based CMAS we add three months to the end term to allow for possible renewal processing delays. No further extensions.

A CMAS amendment is required to extend the end term of a CMAS contract. CMAS extensions do not occur automatically when the term of the base contract is extended.

---

### Consulting Services

Contractors who do not own a competitively assessed, cost compared multiple award contract may offer consulting services and prices from another contractor's federal GSA schedule or non-federal GSA multiple award contract. In this case, Best Customer Reference forms are used to demonstrate that the Contractor is qualified to provide the consulting services offered.

The CMAS applicant should ensure that there is a "one for one" match between the services/skills described in the federal GSA schedule or non-federal GSA multiple award contract (base contract) and the best customer reference narrative. Lack of detail will delay the CMAS contract process.

---

### Products and Personal Services

Contractors who do not own a competitively assessed, cost compared multiple award contract may offer products, personal services (maintenance, repair, installation) and prices from another contractor's federal GSA schedule or non-federal GSA multiple award contract.

Under this alternative, the Contractor must provide written substantiation that they are authorized to sell the products and provide the personal services.

- For products, written authorizations from manufacturers, distributors, or federal GSA schedule owners are acceptable.
  - For maintenance and repair, only manufacturer authorizations are acceptable.
  - For installation services, contractors self-certify qualification (see CMAS Contractor Packet, Exhibit R).
- 

### Make Us An Offer

The Contractor will be required to:

- Submit a written offer of products and/or services and prices.
  - Submit one (1) copy of the federal GSA schedule or two (2) copies (hardcopy and electronic version) of the non-federal GSA multiple award contract being offered for CMAS consideration, including current pricing.
  - Agree to California contract terms and conditions (no changes considered).
  - Identify labor categories and specific consulting services being offered with a minimum of three customer references if using another contractor's multiple award contract for consulting services.
  - Provide manufacturer authorizations if using another contractor's multiple award contract for products and personal services like maintenance and repair.
-

# CMAS CONTRACTOR PACKET

## SECTION 1 – OVERVIEW

---

### Make Us An Offer (Continued)

- Identify brand, product, and service codes to describe your contract.
  - Certify that your company meets minimum education/experience requirements, as stipulated in the base multiple award contract.
  - Complete required certifications
- 

### What is Available?

CMAS contracts are established for information technology and non-information technology products and services.

---

### What is Excluded?

The following products and services are not available through the CMAS program:

#### Architectural, Engineering, and Environmental Services

Services are not allowed on CMAS that are required by law to be performed by a licensed architect, licensed registered engineer, licensed landscape architect, construction project manager, licensed land surveyor, or environmental services as defined in Government Code 4525. If you have questions about these types of transactions, the Department of General Services (DGS), Real Estate Services Division (RESA) can be contacted at 916/376-1748.

#### Legal Services

Contracting for legal services by state agencies is controlled by statutes (GC 11040) that require Attorney General approval prior to entering into contracts with outside counsel. Additionally, Article VII of the California Constitution requires that state legal work be performed by state employees, absent limited exceptions (Government Code 19130). There are also policy-based approval requirements for all Executive Branch agencies that control the use of private counsel.

#### Public Works

Does the work involve erection, construction, alteration, repair or improvement of a public structure as defined in Public Contract Code 1101.

See the State Contracting Manual, Section 10 and 11 and the CMAS Contractor Packet, Section 14, Public Works Projects.

The Department of General Services (DGS) Real Estate Services Division (RESA) should be contacted for information on these types of transactions. For Architectural and Engineering, contact 916/376-1748. For Public Works, contact 916/376-1768.

#### Products and Services from Other Procurement Division Contracts

Products, services and prices from an existing CMAS contract, statewide annual or master contract awarded by the Department of General Services, Procurement Division will not be approved for the CMAS program.

---



# CMAS CONTRACTOR PACKET

## SECTION 1 – OVERVIEW

---

<b>CMAS Web Site</b>	Access the CMAS Internet web site through the Procurement Division Home Page: <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a> (click on CMAS)
<b>Online Search Instructions</b>	See CMAS Contractor Packet, Exhibit N, for online search instructions for CMAS approved contractors, products and services. The search capability is based on the Contractor and/or Products and Services Codes used to describe the contracts. Contract line item detail is not available.
<b>Protests</b>	<p>California code does not provide for formal protest of CMAS transactions. The individual ordering agency handles informal complaints.</p> <p>If necessary, customers may contact the CMAS Unit for assistance.</p>
<b>Questions?</b>	If you have questions, contact us at <b>916/375-4363</b> or <a href="mailto:cmas@dgs.ca.gov">cmas@dgs.ca.gov</a> .

---

## CMAS CONTRACTOR PACKET

### SECTION 2 - CONTRACTOR PROPOSAL (New or Renewal)

The following outlines what the Contractor must submit for a **new or renewal** CMAS contract proposal. To facilitate accurate completion of your proposal, check the box after you have completed the task or indicate not applicable. Incomplete submittals will delay the processing of your proposal.

---

#### **Provide Written Offer**

☐ **Check**

Provide a written Letter of Offer of products, services, prices and similar terms and conditions that reside on an existing (new or renewed) federal GSA schedule or non-federal GSA multiple award contract (see CMAS Contractor Packet, Exhibit P, for Sample Letter of Offer).

State and local government agencies may use CMAS contracts unless the Contractor explicitly stipulates in their Letter of Offer that the contract is not available to local government agencies.

If all the products/services and provisions from the base contract (federal GSA schedule or non-federal GSA multiple award contract) are not being offered, clearly specify the products and services that are being offered for your CMAS contract.

---

#### **Federal GSA Based Contracts**

☐ **Check**

Submit one copy of the federal GSA contract that includes the offered products, services, and prices. Submit the entire contract.

---

#### **Non-Federal GSA Based Contracts**

☐ **Check**

Submit two copies (hardcopy and electronic version) of the non-federal GSA multiple award contract that includes the offered products, services, and prices. Submit the entire contract.

The electronic version may be submitted on diskette or Emailed to: [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov). Preferred format: Microsoft Word 98, 2000 or ASCII.

The following is also required to be submitted:

Copy of solicitation document\*  
Copy of solicitation/bid response  
Copy of awarded contract  
Evidence of multiple awards (see Section 1 for definition of multiple award)

\* The CMAS analyst will look for information in the solicitation document detailing the evaluation criteria, including price evaluation methodology. Evidence of cost comparison is required. Non-federal negotiated pricing is not acceptable. All products and/or services must be adequately described. Evaluation against an arbitrary standard or no standard is not acceptable.

---

## CMAS CONTRACTOR PACKET

### SECTION 2 – CONTRACTOR PROPOSAL

---

#### Required Contractor Information

\_\_\_\_ Check

- Ownership information, e.g., certified small business, large business, DVBE (see CMAS Contractor Packet, Section 6).
  - Minimum purchase requirements, if applicable
  - Contractor mailing address for purchase orders and contact person to receive purchase orders (Post Office Box only is not acceptable)
  - Contractor telephone number for answering agency questions; fax number for faxing agency purchase orders; and applicable Email address. **Please provide toll free numbers, if possible.**
  - Is the State of California CAL-Card (Visa) accepted?
  - Is the Not Specifically Priced (NSP) provision requested? **(Not allowed for service only contracts.)**
- 

#### CMAS Terms and Conditions

\_\_\_\_ Check

Go to DGS/PD web site [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS/Terms and Conditions) to review the CMAS Terms and Conditions. Print a copy of the terms and conditions from the CMAS web site or contact the CMAS Unit at 916/375-4363 for a hardcopy.

Your Letter of Offer (see Exhibit P) must include acceptance of the applicable terms and conditions, including the date.

No changes to the CMAS Terms and Conditions will be considered. As an alternative to the standard CMAS Terms and Conditions, the Contractor may use a past-approved version of CMAS Terms and Conditions. The CMAS Unit will update past-approved versions with new code language.

---

#### Resellers

\_\_\_\_ Check

Only prime contractors can use the CMAS contract unless “resellers” are authorized. If the prime contractor wishes to authorize “resellers,” a list or matrix of authorized resellers is required. The following information must also be included for each reseller:

- Payee Data Record
  - Invoicing instructions
  - Reseller address
  - Reseller contact name with phone and facsimile numbers
  - Reseller Email address
  - Contractor’s License (if applicable)
- 

#### Authorization for Consulting Services

\_\_\_\_ Check

If you are offering consulting services from your “own” federal GSA schedule or non-federal GSA multiple award contract, no further substantiation of qualification is required.

Contractors offering consulting services from another contractor’s federal GSA schedule or non-federal GSA multiple award contract must submit Best Customer Reference forms (see CMAS Contractor Packet, Exhibit T) to substantiate qualification.

The Contractor is responsible for providing resumes and customer references when requested by the customer agency.

See CMAS Contractor Packet, Exhibit T, for Services Requirements.

---

# CMAS CONTRACTOR PACKET

## SECTION 2 – CONTRACTOR PROPOSAL

---

### Authorization for Products and Personal Services

If you are offering products and personal services (maintenance, repair, installation) from your “own” federal GSA schedule or non-federal GSA multiple award contract, no further substantiation of qualification is required.

\_\_\_\_ Check

Contractors offering products and personal services (maintenance, repair, installation) from another contractor’s federal GSA schedule or non-federal GSA multiple award contract must be authorized as follows:

- For products, written authorization from the manufacturer, distributor, or federal GSA contract owner is required.
- For maintenance and repair, written authorization from the manufacturer is required.
- For installation services, contractors self-certify qualification in CMAS Contractor Packet, Exhibit R.

Product installation services and software services are required to be performed by manufacturer or software publisher authorized personnel and meet manufacturer or software publisher documented specifications, unless otherwise specifically stated in the purchase order/Statement of Work.

---

### Manufacturer Authorizations

See CMAS Contractor Packet, Exhibit D, Specific Manufacturer Authorizations.

\_\_\_\_ Check

---

### CMAS Contact Description

Use the Products and Services Codes at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS) to describe the primary products and services offered. Circle a maximum of 12 codes (database constraint).

\_\_\_\_ Check

Call the CMAS Unit at 916/375-4363 for a hardcopy of the Products and Services Codes.

On the lines to the left of the codes, indicate the reference page from the base contract so that the items can be located.

---

### Required Certifications and Forms

- **DVBE & Small Business Certifications** (if applicable) (916/375-4940)  
Required documents may also be obtained via the following web site:  
[www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus)
  - **Payee Data Record** (see CMAS Contractor Packet, Exhibit Q)
  - **CMAS Contractor Certification form** for products/services offered and compliance with CMAS program parameters (see CMAS Contractor Packet, Exhibit R)
  - **Contractor’s License Information** (if applicable) (see CMAS Contractor Packet, Exhibit S)
  - **Best Customer References forms (minimum of 3) for work performed within the last two years to substantiate qualification to perform the consulting services offered** (if applicable). Not required for personal services like maintenance, repair and installation (see CMAS Contractor Packet, Exhibit T).
-

## CMAS CONTRACTOR PACKET

### SECTION 2 – CONTRACTOR PROPOSAL

---

#### Secretary of State Certificate of Status

\_\_\_\_ Check

Corporations, Limited Liability Companies (LLCs) and Limited Partnerships (LPs) must be registered with the California Secretary of State (SOS) to be awarded a CMAS contract. The Secretary of State Certificate of Status (see CMAS Contractor Packet, Exhibit O) must be included with the proposal. The Secretary of State may be contacted as follows:

California Secretary of State  
Division of Corporate Filing and Services  
1500 Eleventh Street, Third Floor  
Sacramento, CA 95814-5701  
Certification Unit: 916-657-5251

Required document(s) may also be obtained through the following web site:  
[204.147.113.12/list.html](http://204.147.113.12/list.html)

---

#### Questions?

\_\_\_\_ Check

If you have questions, please contact a CMAS analyst to facilitate the timely completion of your CMAS contract. Contact us at 916/375-4363 or [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov).

---

#### Where to send proposal?

\_\_\_\_ Check

Send all CMAS proposals (or other information as applicable) to:

Department of General Services (DGS)  
Procurement Division – CMAS Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605

Attention: Application Processing

---

## CMAS CONTRACTOR PACKET

### SECTION 3 – ADMINISTRATIVE REQUIREMENTS

---

#### **Contractor Travel**

If the contract provides for travel, state agencies may pay travel and per diem expenses according to state travel time and per diem rules (represented employee rates) with verified receipt.

Notwithstanding the contract provisions, the State will not be responsible for the cost of travel to bring contractor personnel to the agency site to commence work. However, if requested by the ordering agency, the State will be responsible for the cost of travel from one California agency site to another.

Local government agencies, education and special districts will pay travel time and per diem according to their statutory requirements. All travel and per diem expenses must be within CMAS contract parameters, and incorporated into the agency purchase order.

It is important that the agency and contractor discuss necessary travel requirements prior to issuing the purchase order because the detail and cost (only as allowed for in the CMAS contract) must be included in the agency purchase order to be payable.

---

#### **Training Vouchers**

It is acceptable to purchase training vouchers in advance of the training being performed “if” the Contractor does not invoice, or the State does not pay, for the training services in advance. See CMAS Contractor Packet, Section 5, Advance Payments.

---

#### **Replacement Products**

With written approval from the CMAS Unit, the Contractor may offer replacement products before they are approved for the federal GSA schedule or non-federal GSA multiple award contract if 1) the replacement product functionally meets or exceeds original product, and 2) the replacement product is offered at the same or lower cost than the original product.

Submit a written request for replacement with technical product specification sheets for the original and replacement product with details of the differences, or the manufacturers “published” product replacement announcement.

Information technology replacement products must meet the State Productive Use Requirement as outlined in the CMAS Contractor Packet, Exhibit I.

To enable the State to substantiate compliance, the Contractor must provide the name and address of a customer installation contact name and telephone number.

---

## CMAS CONTRACTOR PACKET

### SECTION 4 – CONTRACT CONSIDERATIONS

---

<b>Contractor Distributes Contract</b>	Contractors are required to furnish complete copies of the awarded CMAS contract upon request from state and local government agencies. See CMAS Contractor Packet, Exhibit E, for the components of a CMAS contract.
--	---

---

<b>Bond Requirements</b>	<p><u>Public Works:</u> Prior to the commencement of performance, the Contractor must obtain and provide to the State, a payment bond, on Std. Form 807, when the purchase order involves a public works expenditure (labor/installation costs) in excess of \$5,000. Such bond shall be in a sum not less than one hundred percent (100%) of the purchase order price. Forms shall be provided to the Contractor. See the General Provisions in the CMAS Terms and Conditions, CMAS Public Works Requirements.</p> <p><u>Progress Payments:</u></p> <p>a. Special Goods and Information Technology Products and/or Services</p> <p>Any contract for goods (Public Contract Code 10314) or information technology products and/or services (Public Contract Code 12112), to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred at the Contractor's shop or plant, <u>provided that not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor.</u></p>
--------------------------	--

---

<b>Maximum Number of CMAS Contracts</b>	Contractors are limited to a maximum of 15 CMAS contracts.
---	--

---

<b>Change Name or Ownership</b>	The company name on the CMAS <u>contract, purchase order and invoice</u> must match or the State Controller's Office will not approve payment. When name changes occur, contractors must contact the CMAS Unit to initiate a legal name change for their CMAS contract. See CMAS Contractor Packet, Exhibit G, for information required when the Contractor name or ownership changes.
---------------------------------	--

---

<b>Contractor Contact Name Change</b>	See CMAS Contractor Packet, Exhibit F, for information required when the Contractor contact name or address changes.
---------------------------------------	--

---

## CMAS CONTRACTOR PACKET

### SECTION 4 – CONTRACT CONSIDERATIONS

---

#### Open Market/Incidental, Non-Contract Items

The only time that open market/incidental, non-contract items may be included in a CMAS purchase order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

If the NSP provision is not included in the CMAS contract, or the products and/or services required do not qualify under the parameters of the NSP provision, the products and/or services must be procured separate from CMAS. See CMAS Contractor Packet, Section 11.

---

#### New Equipment Required

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable. State agencies must obtain approval from the Department of Finance (DOF) to procure used information technology equipment before issuing a CMAS purchase order for used equipment.

---

#### Telecommunications Division Contract CNT- 001 (Mandatory Requirements)

CMAS Contractor Packet, Exhibit M, lists voice and data services available in the Department of General Services, Telecommunications Division Contract CNT-001. These services are mandatory for all state agencies. Management Memo 97-01 requires agencies to utilize contracts issued by the Telecommunications Division to obtain voice and data services and to use consolidated services wherever available. In addition, agencies are required to request approval and/or project delegation from the Telecommunications Division for the following:

- Teleconferencing/video conferencing
- PBX telephone systems
- Hybrid telephone systems with trunk connections
- Hybrid telephone systems to be installed behind a consolidated system
- Stand alone ACD or Voice Mail systems connected to consolidated systems
- Data Transport outside of the consolidated Frame Relay Services
- Request for Proposal or Invitation for Bid for telecommunications equipment and services
- Telecommunications consulting services

Once approval has been obtained from the Telecommunications Division, the equipment may be procured through CMAS or any other authorized procurement method.

---

#### Federal Energy Management Program (FEMP) or Energy Star Products

It is imperative that state agencies purchase energy efficient products. Where FEMP recommended standards are available, all state agencies shall purchase only those products that meet the recommended standards. All products displaying Energy Star meet the FEMP standards.

---



## CMAS CONTRACTOR PACKET

### SECTION 5 – PAYMENTS AND INVOICES

---

#### Contract Price is Maximum (Cap)

Contract prices are maximums.

---

#### Administrative Fee/Billing

The Procurement Division will bill each state and local government agency for use of CMAS contracts equal to 1.93% of the total value of each purchase order, except for certified small business purchase orders that are exempt from the Procurement Division administrative fee.

Small businesses must be certified with the Office of Small Business and DVBE Certification (OSDC) to qualify for exemption.

The Procurement Division will invoice state and local government agencies directly. The administrative fee is:

- Not included in the purchase order
- Not invoiced by the Contractor
- Not remitted by the agency before an invoice is received

When the total of the agency purchase order is higher than the invoiced amount, the agency must issue an amendment to the purchase order to lower the total amount or DGS/PD will bill the administrative fee against the original higher total.

---

#### Maintenance Sales Tax

The Board of Equalization has ruled that in accordance with Regulation 1546 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, that whenever optional maintenance contracts include consumable supplies, such supplies are subject to sales tax.

Generally, the State has two options:

1. For contracts that provide for only maintenance services (i.e., the furnishing of labor and parts necessary to maintain equipment), the charges for the provision of maintenance services are not taxable.
2. For contracts that provide for both maintenance services and consumable supply items (i.e., toner, developer, and staples, for example), the provision of the consumable supplies is considered a taxable sale of tangible personal property. Therefore, state agencies awarding optional maintenance contracts are responsible for paying the applicable sales tax on the consumable supplies used during the performance period of the maintenance contract.

The Contractor will be required to itemize the consumables being taxed for state accounting purposes.

---

## CMAS CONTRACTOR PACKET

### SECTION 5 – PAYMENTS AND INVOICES

---

#### Progress Payments

A progress payment is a partial payment for a portion or segment of the work needed to complete a task.

To determine whether a particular task is separate and distinct, you must decide if later tasks build on it.

a. Special Goods and Information Technology Products and/or Services

Any contract for goods (Public Contract Code 10314) or information technology products and/or services (Public Contract Code 12112), to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred at the Contractor's shop or plant, provided that not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor.

b. Non-Information Technology Services

Any contract for non-information technology services (Public Contract Code 10346) may provide for progress payments to contractors for work performed or costs incurred in the performance of the contract. Not less than 10 percent of the contract amount shall be withheld pending final completion of the contract. However, if the contract consists of the performance of separate and distinct tasks, then any funds so withheld with regard to a particular task may be paid upon completion of that task.

---

#### Advance Payments

It is NOT acceptable to pay for services in advance, except software maintenance and license fees, which are considered a subscription, may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Warranty upgrades and extensions may also be paid for in advance, one time.

Advance payment for services is allowed by Government Code 11019 only under limited, narrowly defined circumstances, e.g., between specific departments and certain types of non-profit organizations, or when paying another government agency.

---

## CMAS CONTRACTOR PACKET

### SECTION 5 – PAYMENTS AND INVOICES

---

#### Contractor Invoices

Unless otherwise stipulated, contractor invoices shall be sent to the address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include, as applicable, the following:

- Contract number
- Agency purchase order number
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

---

#### Required Payment Date

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires state agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

---

#### Name Changes

Many contractors are changing name and ownership status. The company name on the CMS contract, purchase order and invoice must match or the State Controller's Office will not approve payment. Contractors must contact the CMS Unit to initiate a legal name change for their CMAS contract.

---

#### Payee Data Record (Std. 204)

**State agency accounting offices must have a copy of the Payee Data Record (Std. 204) in order to process payment of invoices.**

The CMAS Unit includes the Contractor's signed Payee Data Record (Std. 204) as part of the completed contract. The Contractor should ensure that their agency customers have a copy of the complete contract that includes the Std. 204.

---

## CMAS CONTRACTOR PACKET

### SECTION 6 – SMALL AND DISABLED VETERAN BUSINESSES AND AMERICANS WITH DISABILITIES (ADA)

---

<b>Small Business Certification</b>	To qualify for California small business considerations, the Office of Small Business and DVBE Certification (OSDC) must certify your company. You may contact OSDC at 916/375-4940 or visit their web site at: <a href="http://www.pd.dgs.ca.gov/smbus">www.pd.dgs.ca.gov/smbus</a>
<b>Administrative Fee Waived for Small Businesses</b>	The Department of General Services, Procurement Division, is waiving the 1.93% administrative fee (a fee currently charged to customer agencies to support the CMAS program) for purchase orders to California certified small business enterprises.
<b>Proof of Registered Status</b>	Participants who claim status as a certified State of California small business enterprise must submit a copy of their approval letter from the Office of Small Business and DVBE Certification (OSDC) with their proposal.
<b>Small Business Consideration</b>	<p>Prior to placing purchase orders under the California Multiple Award Schedules (CMAS) program, state agencies shall whenever “practicable” first consider offers from small businesses that have established CMAS contracts (Government Code Section 14846(b)).</p> <p>NOTE: The Department of General Services will request substantiation of compliance during a compliance review.</p>
<b>Web Site</b>	A list of CMAS Small and Disabled Veteran Businesses is on the CMAS Internet web site through Procurement Division’s Home Page: <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a>
<b>Disabled Veteran Certification</b>	Participants who claim status as a Disabled Veteran Business Enterprise (DVBE) must submit with their proposal a copy of the Office of Small Business and DVBE Certification (OSDC) certification letter.
<b>Americans with Disabilities Act (ADA)</b>	<p>Section 504 of the Rehabilitation Act of 1973 as amended; Title VI and Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act, 42 USC 12101; California Code of Regulations, Title 2, Title 22; California Government Code, Sections 11135, et seq.; and other federal and state laws and Executive Orders prohibit discrimination.</p> <p>All programs, activities, employment opportunities, and services must be made available to all persons, including persons with disabilities.</p>

---

## CMAS CONTRACTOR PACKET

### SECTION 6 – SMALL AND DISABLED VETERAN BUSINESSES AND AMERICANS WITH DISABILITIES (ADA)

---

**Americans with Disabilities Act (ADA)  
(Continued)**

See CMAS Contractor Packet, Exhibit J, for the Procurement Division's ADA Compliance Policy of Nondiscrimination on the Basis of Disability.

Individual government agencies are responsible for self-compliance with ADA regulations.

Contractor sponsored events must provide reasonable accommodations for persons with disabilities.

---

**Small Business/DVBE Subcontracting Participation**

#### SMALL BUSINESS/DVBE – TRACKING

State agencies are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering agency with the name of the small business or DVBE used and the dollar amount the ordering agency can apply towards its small business or DVBE goal.

#### SMALL BUSINESS/DVBE SUBCONTRACTING

The amount an ordering agency can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.

The Contractor will provide an ordering agency with the following information at the time the order is quoted:

1. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the fulfillment of the order.
2. The Contractor will indicate to the ordering agency how the order meets the small business or DVBE goal, as follows:
  - List the name of each company that is certified by the Office of Small Business and DVBE Certification that it intends to subcontract a commercially useful function to; and
  - Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and
  - Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering agency towards the small business or DVBE goal; and
  - Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.

The ordering agency's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor from the quotation as outlined above.

---

## CMAS CONTRACTOR PACKET

### SECTION 7 – PURCHASE ORDER DOLLAR LIMITS AND SOLICITATION PROCESS

---

#### **Order Limits \$250,000 or Less**

The order limit for Information Technology (IT) Goods and Services and Non-Information Technology Services is **\$250,000**.

The order limit for Commodities (Non-IT Products) is **\$100,000**.

These transactions are subject to the following requirements:

- For transactions over \$5000, state agencies must solicit and obtain offers from 3 suppliers including 1 small business and/or DVBE if available. If less than 3 offers received (even if only 1), document files with solicitation method used.
  - CMAS transactions under \$5000 do not require multiple offers if the state agency can document fair and reasonable price.
  - If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed. See MM 02-19, Revision 3, Attachment B. Once the NCB has been approved by DGS/PD, the agency may proceed with a CMAS award.
  - Evaluation and award may be based on best value, as applicable, and not restricted to lowest cost.
- 

#### **Information Technology Order Limits \$250,000 to \$500,000**

Purchase orders for Information Technology (IT) Goods and Services from **\$250,000** to **\$500,000** are subject to the following requirements:

- State agencies must solicit and obtain offers from 3 suppliers including 1 small business and/or DVBE if available. If less than 3 offers received (even if only 1), documentation of solicitation method used must be included with contract reporting to DGS/PD within 5 days of contract execution.
  - State agencies must use the Notice of Contract Award (NCA) ([www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd)) for reporting within 5 days and include purchase orders and attachments as applicable. Submit to the address as indicated on the NCA.
  - If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed. See MM 02-19, Revision 3, Attachment B. Once the NCB has been approved by DGS/PD, the agency may proceed with a CMAS award.
  - Approval is required for each transaction by Agency Secretary and Department Director or next highest-ranking official.
  - If GS \$Mart is utilized for financing, DGS/PD approval is required before award.
- 

#### **Resellers**

Authorized CMAS resellers qualify as independent solicitation offers. The agency can solicit multiple resellers from the same CMAS contract to meet CMAS solicitation requirements.

---

#### **No Exemptions**

No exemptions to the above order limits.

---

## CMAS CONTRACTOR PACKET

### SECTION 7 – PURCHASE ORDER DOLLAR LIMITS AND SOLICITATION PROCESS

---

**Excluded  
Costs**

Tax, freight and finance costs (if applicable) are excluded from the dollar limits.

---

**Approval  
Required for  
Non-IT  
Services  
Exceeding  
\$50,000**

State agency purchase orders (not applicable to local government agencies) for non-information technology services that exceed \$50,000 must be reviewed and approved by the Department of General Services, Procurement Division (DGS/PD) before issuance to the Contractor.

Once the purchase order is approved by DGS/PD, it will be stamped approved and signed by DGS/PD and returned to the agency for issuance to the Contractor. Contractors are prohibited from accepting purchase orders without the DGS/PD approval signature. Violation of this requirement may result in contract termination.

Agencies must send purchase orders that exceed \$50,000 to the following address for review and approval:

Department of General Services  
Procurement Division, Contract Negotiations Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605      IMS #Z-1

---

## CMAS CONTRACTOR PACKET

### SECTION 8 – PURCHASE ORDER PROCEDURES AND GUIDELINES

---

<b>Not Competitive Bid</b>	CMAS transactions are NOT competitive bid transactions so small business preference, protest language, intents to award, evaluation criteria, advertising, etc. are not applicable.
<hr/>	
<b>Awards Based on Best Value</b>	Agency awards may be based on best value criteria, as applicable, and are not restricted to lowest cost (see Public Contract Code 12100.7 (g)).
<hr/>	
<b>Order Splitting</b>	Splitting orders to avoid monetary limitations is prohibited.
<hr/>	
<b>Purchase Order Amendments</b>	<p>Purchase orders can be amended with the same contractor as the original purchase order if there is no dollar increase.</p> <p>If there is a dollar increase, the agency must obtain offers from 3 suppliers (following the same guidelines as for the original purchase order) to determine best value for the amended amount. If only one source for agency needs, the agency must process a Non-Competitive Bid (NCB) contract for the amended amount. This applies even if the amended total is under the order limit.</p> <p>When the amendment and the original purchase order are with the same contractor, the agency uses a Contract/Delegation Purchase Order (STD. 65) and the same agency order number as the original purchase order, with an amendment # ____.</p> <p>The Contractor is required to reject purchase orders that are not accurate.</p>
<hr/>	
<b>CAL-Card Transactions</b>	<p>CAL-Card transactions do not require a Contract/Delegation Purchase Order form (STD. 65). The CMAS contract will stipulate whether the Contractor accepts the CAL-Card, or not.</p> <p>If a purchase document is used, a copy should be attached to the invoice (per the State Controller's Office) for tracking purposes.</p>
<hr/>	
<b>Delivery of Products and Services</b>	<p>Purchase order must be issued before the expiration of the CMAS contract end term.</p> <p>However, delivery of the products or completion of the services may be after the expiration of the CMAS contract end term (unless specifically stipulated otherwise in the CMAS contract), but must be as provided for in the contract and as specified in the purchase order.</p>
<hr/>	
<b>Reject Inaccurate Purchase Orders</b>	<p>The Contractor must immediately reject purchase orders that are not accurate. Discrepancies between the purchase order and the contract must be corrected and the purchase order amended prior to the products and services being delivered.</p>

---



## CMAS CONTRACTOR PACKET

### SECTION 8 – PURCHASE ORDER PROCEDURES AND GUIDELINES

---

#### **Multiple Contracts - One Purchase Order Form**

Agencies wishing to include multiple CMAS contracts on a single STD. 65 Contract/Delegation Purchase Order must adhere to the following guidelines:

- All contracts must be for the same CMAS contractor.
  - The purchase order must go to one contractor location.
  - Write the word “CMAS” in the space usually reserved for the contract number. On STD. 65's, this is at the top of the form. The word “CMAS” signifies that the purchase order contains items from multiple CMAS contracts. The purchasing agency may only use one bill code.
  - For each individual contract (as differentiated by alpha suffix), the agency must identify and group together the contract number with the line items and subtotal per contract number (do not include tax in the subtotal), AND sequentially identify each individual contract as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing by the Procurement Division.
  - The total of all items on the purchase order must not exceed the purchase order limit identified in the CMAS contract.
  - Do not combine items from both commodity and information technology contracts. Commodity contracts begin with the number “4” and information technology contracts begin with the number “3.” The purchase order limits are different for these two types of contracts.
- 

#### **Local Government Agencies**

Local government agencies use their own standard purchase order forms.

---

#### **Standard Form**

State agencies use a Contract/Delegation Purchase Order Standard Form 65 for both products and services.

---

#### **Electronic State Standard Forms**

The State Standard Forms can be found electronically at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms).

The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer.

---

#### **Direct Link to the Standard Form 65**

Direct link to the Standard Form 65:

<http://www.osp.dgs.ca.gov/pdf/std065.pdf>

---

## CMAS CONTRACTOR PACKET

### SECTION 9 – RENTAL, FINANCE AND LEASE POLICIES

---

<b>State of California's Financial Marketplace</b>	All CMAS purchase orders may qualify for financing and leasing via the State of California's financial marketplace, managed by the Department of General Service's Procurement Division. Both programs can be found the Procurement Division's Home Page: <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a>
<b>Web Site</b>	<p>All documentation and procedures for both finance and lease programs can be found through the Procurement Division's Home Page:</p> <p><a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a></p> <p>Agencies without Internet access may call 916/375-4617 for a facsimile copy of the key Internet information (list of participating lenders, rates and payment information for 36, 48, 60 or 84 month terms and participating lessors and current lease factors).</p>
<b>Purchase Order Limit</b>	Finance and lease costs are <u>excluded</u> from the CMAS Maximum Purchase Order Limit calculation.
<b>Administrative Fee/Cost</b>	<p>There is no longer a set fee of \$2,000 for using GS \$Mart™ or Lease \$Mart™.</p> <p>The CMAS administrative fee of 1.93% will be charged against the total purchase order amount, including finance and lease costs.</p>
<b>Federal Lease to Own Purchase (LTOP)</b>	<p>Federal Lease to Own Purchase (LTOP) and hardware rental provisions with no residual value owed at end term are acceptable (\$1 residual value at the end of the term). This alternative financing arrangement may be faster, but a more expensive alternative to GS \$Mart™ or Lease \$Mart™.</p> <p>Cancellation of any Lease to Own Purchase (LTOP) Plans for lack of funds should only be done when the organization is no longer funded. Court decisions have held that Terminations for Convenience should only be employed when the agency no longer has a requirement for the equipment. Example: An employee has retired and the position will not be filled so now there is a piece of equipment that is not needed. In other words, a desire for something different, newer, or better is not a justification for the premature cancellation of a lease.</p>
<b>Federal GSA Lease Provisions</b>	Except for LTOPs, Federal GSA Lease provisions are NOT acceptable and cannot be sold through CMAS.

---

## CMAS CONTRACTOR PACKET

### SECTION 10 – QUARTERLY REPORTS (MANDATORY)

---

<b>Separate Report Per Contract</b>	CMAS contractors are required to submit quarterly business activity reports. A separate report is required for each contract, as differentiated by alpha suffix <u>even when there is no activity</u> .
<b>Delinquent Reports</b>	<p><b>New contracts and extensions or renewals of existing contracts will be approved ONLY if all due quarterly reports have been submitted.</b></p> <p><b>Delinquent reports could also result in contract termination.</b></p>
<b>Reseller Sales Activity</b>	Contractors must report the sales activity for all resellers listed in their contract.
<b>Mandatory Format</b>	Any report that does not follow the required format (see CMAS Contractor Packet, Exhibit L) or that excludes required information will be deemed incomplete and unacceptable.
<b>Required Information</b>	<p>The report must include the following information:</p> <ul style="list-style-type: none"><li>• Agency name</li><li>• Purchase order number</li><li>• Purchase order date</li><li>• Agency billing code</li><li>• Pre-tax total purchase order cost (invoice amount is NOT acceptable)</li><li>• Agency contact name</li><li>• Agency address</li><li>• Agency telephone number</li><li>• Total dollars for the quarter</li></ul>
<b>Total All Purchase Orders</b>	The total dollars for the quarter should be a sum of the total dollars per purchase order for all purchase orders. <u>It is NOT the sum of monies invoiced or payment received.</u>
<b>Purchase Orders for Services</b>	For services, the amount to be reported on the quarterly report is the total cost for the service on the purchase order (one time), NOT the incremental amount being invoiced repeatedly each month after service is rendered. If the original purchase order is amended, only the amended amount should be reported in the quarter the amendment was issued.
<b>Amended Purchase Orders and Reports</b>	When the agency amends the purchase order to increase or decrease the dollar amount, the incremental dollar difference must be reported on the following quarterly report. Do not report the total purchase order amount.

---

## CMAS CONTRACTOR PACKET

### SECTION 10 – QUARTERLY REPORTS (MANDATORY)

---

<b>Tax Not Included</b>	Tax must NOT be included on the quarterly report, even if included on the purchase order.
-------------------------	---

---

<b>Report Once Only</b>	The purchase order total value should only be reported <u>once</u> in the quarter identified by the purchase order date regardless of when the services were performed, products delivered, purchase orders invoiced, or payments received. <u>Do not report services incrementally subsequent to delivery.</u>
-------------------------	---

---

<b>Report Due Date</b>	Quarterly reports are required within two weeks after the end of March, June, September, and December of each <u>calendar</u> year.								
	<table><tr><td>Calendar Quarter 1 (JAN 1 to MAR 31)</td><td><b>Due APR 15</b></td></tr><tr><td>Calendar Quarter 2 (APR 1 to JUN 30)</td><td><b>Due JUL 15</b></td></tr><tr><td>Calendar Quarter 3 (JUL 1 to SEP 30)</td><td><b>Due OCT 15</b></td></tr><tr><td>Calendar Quarter 4 (OCT 1 to DEC 31)</td><td><b>Due JAN 15</b></td></tr></table>	Calendar Quarter 1 (JAN 1 to MAR 31)	<b>Due APR 15</b>	Calendar Quarter 2 (APR 1 to JUN 30)	<b>Due JUL 15</b>	Calendar Quarter 3 (JUL 1 to SEP 30)	<b>Due OCT 15</b>	Calendar Quarter 4 (OCT 1 to DEC 31)	<b>Due JAN 15</b>
Calendar Quarter 1 (JAN 1 to MAR 31)	<b>Due APR 15</b>								
Calendar Quarter 2 (APR 1 to JUN 30)	<b>Due JUL 15</b>								
Calendar Quarter 3 (JUL 1 to SEP 30)	<b>Due OCT 15</b>								
Calendar Quarter 4 (OCT 1 to DEC 31)	<b>Due JAN 15</b>								

---

<b>No Activity</b>	A report is required even when there is no activity.
--------------------	--

---

<b>Where to send report?</b>	<p>Mail, facsimile or Email quarterly reports to the following:</p> <p>Department of General Services (DGS) Procurement Division – CMAS Unit 707 Third Street, Second Floor West Sacramento, CA 95605 Attention: Quarterly Report Processing</p> <p>Facsimile: 916/375-4663</p> <p>Email address: <a href="mailto:cmas@dgs.ca.gov">cmas@dgs.ca.gov</a></p>
------------------------------	--

---

## CMAS CONTRACTOR PACKET

### SECTION 11 – NOT SPECIFICALLY PRICED ITEMS (NSP)

---

<b>What is NSP?</b>	The Not Specifically Priced (NSP) Items provision enables the agency to include in the purchase order non-contract products and services that are subordinate and peripheral to the other purchase order items, within the following parameters.
<b>Contractor Option and Responsibility</b>	The NSP provision will be included in the contract at the option of the Contractor and the CMAS Unit except as stated below. If the NSP provision is included in the CMAS contract, the Contractor agrees to monitor all purchase orders received to ensure adherence to all NSP provisions.
<b>NSP Not Available</b>	<p>Not all contracts include the NSP provision. The NSP provision is included at the option of the Contractor and the CMAS Unit.</p> <p>The NSP provision will not be included in contracts for services only.</p> <p>Agency purchase orders for only NSP items are prohibited.</p>
<b>Manufacturer Authorization Required</b>	<p>Contractors must be authorized providers of the products and services they offer under the NSP provision.</p> <p>Contractors may be terminated from the CMAS program for selling NSP products and services that they are not authorized or certified to provide.</p>
<b>Dollar Limits</b>	<p>Maximum Dollar Limitation:</p> <p><b>Purchase orders \$250,000 or less:</b> Total dollar value of all NSP items shall not exceed \$5,000.</p> <p><b>Purchase orders exceeding \$250,000:</b> Total dollar value of all NSP items shall not exceed 5% of the total cost of the purchase order, or \$25,000, whichever is lower.</p>
<b>Clearly Identify NSP</b>	NSP items must be clearly identified on the purchase order.

---

## CMAS CONTRACTOR PACKET

### SECTION 11 – NOT SPECIFICALLY PRICED ITEMS (NSP)

---

#### Items Specifically Excluded

The following NSP items ARE SPECIFICALLY EXCLUDED from any purchase order issued under this contract:

1. Items that are not intended for use in direct support of the CMAS priced items identified in the same purchase order. A NSP item must be subordinate to the specifically priced item that the NSP item is supporting.
  2. Supply type items, except for the minimum amount necessary to provide initial support to the priced CMAS items included in the same purchase order.
  3. Items that do not meet the Productive Use Requirement (see CMAS Contractor Packet, Exhibit I).
  4. Any other items or class of items that are specifically excluded from the scope of the CMAS contract.
  5. Public Works components that are NOT incidental to the overall project requirements. Refer to CMAS Contractor Packet, Section 14, and the CMAS Terms and Conditions.
  6. Products or services the contractor is NOT factory authorized or otherwise certified or trained to provide.
  7. Follow-on consultant services that were previously recommended or suggested by the same contractor.
- 

#### Other NSP Parameters

Other NSP parameters are:

1. A purchase order containing NSP items may be issued only if it results in the best value alternative to meet agency needs.
  2. Any product or service already specifically priced and identified in the contract may not be identified as a NSP item on a purchase order.
  3. All NSP items included in a purchase order issued against a CMAS contract are subject to all the terms and conditions set forth in the contract.
  4. Trade-ins and upgrades, involving the swapping of boards, are permissible where the CMAS contract makes specific provision for the action. In those instances where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.
- 

#### NSP Example

A non-contract cable is subordinate to a contract printer or facsimile machine and is eligible to be a NSP item subject to that cable meeting the remaining NSP requirements. However, non-contract printers or facsimile machines are not subordinate to a contract cable and not eligible to be a NSP item.

---

## CMAS CONTRACTOR PACKET

### SECTION 12 – UPDATES AND/OR CHANGES TO CMAS CONTRACTS

---

#### **Changes to Federal GSA Schedules**

A CMAS contract amendment is not required for updates and/or changes once the update and/or change becomes effective for the federal GSA contract, except as follows:

1. A CMAS contract amendment is required when the contract is based on products and/or services from another contractor's multiple award contract and the contractor wants to add a new manufacturer's products and/or services.
  2. A CMAS contract amendment is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the contractor or on the cost to the State.
  3. A CMAS contract amendment is required for changes to contracts that require Prison Industry Authority (PIA) approval.
  4. A CMAS contract amendment is required to extend the end term of the CMAS contract.
- 

#### **Changes to Non- Federal GSA Multiple Award Contracts**

A CMAS contract amendment is required to update and/or change products and services on a non-federal GSA multiple award contract.

---

## CMAS CONTRACTOR PACKET

### SECTION 13 – CONTRACTOR COMPLIANCE

---

<b>Compliance Focus</b>	<p>In accordance with the terms and conditions in each contractor's contract, the Acquisition Quality Assurance Program (AQAP) Unit will contact contractors for substantiating documentation to ascertain that they are selling only products and services at the price (or lower price) shown in the federal GSA schedule or non-federal GSA multiple award contract.</p> <p>The AQAP Unit will also ensure that all other CMAS program parameters are in compliance with the contract terms and conditions.</p>
<b>Contractor Responsibility</b>	<p>It is the responsibility of the Contractor to:</p> <ul style="list-style-type: none"><li>• Maintain copies of the federal GSA schedule or non-federal GSA multiple award contract and all applicable modifications.</li><li>• Ensure that the CMAS contract includes the most current and up-to-date products, services and prices as approved for the federal GSA schedule or non-federal GSA multiple award contract.</li></ul> <p><b>For compliance purposes, the Contractor is required to maintain all contract (federal GSA and non-federal) records that pertain to all CMAS transactions (multiple years, multiple contracts).</b></p>
<b>Using Another Contractor's Multiple Award Contract</b>	<p>Contractors who are offering products, services and prices from another contractor's federal GSA schedule or non-federal GSA multiple award contract to establish a CMAS contract are NOT relieved from the responsibility to provide current products, services, and prices.</p> <p>Throughout the term of the contract, the Contractor is responsible for providing current and updated products, services, and prices exactly as provided for in the referenced (base) federal GSA schedule, or non-federal GSA multiple award contract.</p> <p>CONTRACTORS SHOULD USE BASE CONTRACTS THAT THEY CAN STAY CURRENT WITH.</p> <p>See CMAS Contractor Packet, Exhibit C, How to Obtain Federal GSA Price Schedules.</p>
<b>Product and Price Bundling</b>	<p>Product bundling is not allowed. All components shall be delineated as separate line items having individual product numbers or identifiers, unless specified on the base contract as a bundled item having a bundled product number.</p>
<b>Copies of Invoices</b>	<p>Copies of agency invoices may be requested during the audit process.</p>
<b>Copies of Purchase Orders</b>	<p>The CMAS Unit may request copies of purchase orders.</p>

---



## CMAS CONTRACTOR PACKET

### SECTION 13 – CONTRACTOR COMPLIANCE

---

<b>Line Item Substantiation</b>	<p>Contractors must substantiate that specific line item products and services were included on the base contract at the time the purchase order was generated, and at the base contract price or lower.</p> <p><b>Contractors must ensure that the <u>purchase order</u> includes specific Products and Services Codes and descriptions “exactly” as referenced in the base contract.</b></p> <p><b>Position title, skill level, and hourly rate for all services must be properly identified on the purchase order in the same manner as the federal GSA schedule or non-federal GSA multiple award contract.</b></p>
<b>Copies of Amendments</b>	<p>The Contractor will be required to submit upon request by the AQAP Unit all amendments to the base contract, including the Federal Standard Form 30 for GSA schedules with amendments and all attachments.</p> <p>The Contractor is required to provide prices current with those contained in the referenced (base) federal GSA schedule or non-federal GSA multiple award contract for all products and services offered.</p> <p>To meet this requirement, contractors must maintain for all products and services they offer a file of all past and current applicable federal GSA schedules and/or non-federal GSA multiple award contracts and amendments to substantiate pricing.</p>
<b>Agency Compliance Reviews</b>	<p>State agencies must respond to the following during a review:</p> <ul style="list-style-type: none"><li>• Does the Contractor have a CMAS contract?</li><li>• Does the file contain a copy of the contract and the individual price pages for the items purchased?</li><li>• Was “best value” documented?</li><li>• Was pricing bundled?</li><li>• Are the prices, position titles, skill levels and hourly rates delineated and do they correlate with those specified in the CMAS contract?</li><li>• Does the dollar amount fall within order limits?</li><li>• Does the purchase order reflect the correct contract number?</li><li>• Is a STD. 204 included or referenced in the file documentation?</li><li>• Were small businesses considered?</li><li>• Was a Statement of Work included?</li><li>• Was conflict of interest considered, if applicable.</li></ul>
<b>Agency Documentation</b>	<p>State agencies must have a complete copy of CMAS contracts in use, including all terms and conditions, located in their purchasing unit. All CMAS transaction documents must have attached the face cover of the CMAS contract showing the effective date, and the price pages showing the base contract price for all items ordered.</p>

---

## CMAS CONTRACTOR PACKET

### SECTION 14 – PUBLIC WORKS PROJECTS

---

<b>Definition of a Public Works Project</b>	A public works contract is defined as a contract for “the erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind” in accordance with the Public Contract Code (PCC) Section 1101.
<b>Installation of Physical Layer Cable and Carpet</b>	<b>Installation of physical layer cable and carpet is considered public works. Agency CMAS purchase orders may allow for a public works component only when it is incidental to the overall project requirements.</b>
<b>Agency Responsible for Laws and Codes</b>	Agencies are to ensure that the applicable laws and codes pertaining to contractor and sub-contractor licensing, prevailing wage rates, bonding, labor code requirements, etc., are adhered to by the prime contractor as well as any sub-contractor during the performance under the agency’s CMAS purchase order.
<b>Agency Determines Appropriate Classification</b>	<p>In accordance with Labor Code Section 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works.</p> <p>Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the purchase order that the prevailing wage rates are on file at the agency’s office, and will be made available upon request.</p> <p>The prevailing wage rates are available from the DIR at (415) 703-4774 or <a href="http://www.dir.ca.gov">www.dir.ca.gov</a> (select Statistics and Research).</p>
<b>Agency Verifies Status</b>	The CMAS Unit substantiates that the Contractor holds the appropriate license when the contract is established. However, the agency must verify that the Contractor’s license is still active and in good standing prior to placing the order by calling the State Contractor’s License Board at 1-800-321-2752 or on their web site at: <a href="http://www2.cslb.ca.gov">www2.cslb.ca.gov</a> .
<b>State Contracting Manual</b>	State agencies planning these types of projects need to review the State Contracting Manual (SCM) Section 10 for applicable guidelines and regulations.

---

## CMAS CONTRACTOR PACKET

### SECTION 14 – PUBLIC WORKS PROJECTS

---

**Prime and Subcontractor  
Must be Licensed**

When contractor's licenses are required, the prime and subcontractor (if applicable) must both hold a valid license for the work being performed.

---

**Bond Requirements**

Public Works: Prior to the commencement of performance, the contractor must obtain and provide to the State, a payment bond, on Std. Form 807, when the purchase order involves a public works expenditure (labor/installation costs) in excess of \$5,000. Such bond shall be in a sum not less than one hundred percent (100%) of the purchase order price. Forms shall be provided to the Contractor.

---

## CMAS CONTRACTOR PACKET

### EXHIBIT A - LOCAL GOVERNMENT AGENCY USAGE

---

<b>Legislation</b>	Public Contract Code Sections 10290 et seq. and 12101.5 include approval for local government agencies to use CMAS for both products and services.
<b>Who Qualifies?</b>	Any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges, empowered to expend public funds.
<b>Contractor Option</b>	It is the Contractor's option to offer (or not) the CMAS contract to local government agencies.
<b>Use Own Guidelines</b>	<p>While we make the CMAS program available to local government agencies, each local government agency should make its own determination whether the CMAS program is consistent with their procurement policies and regulations.</p> <p>For example, local government agencies, education and special districts will pay travel per diem according to their statutory requirements.</p>
<b>Use Own Order Limits</b>	Local government agencies are NOT subject to the CMAS maximum order limits, but should make a determination of order limits that are consistent with their own policies and procedures. Local government agencies "are" subject to the Not Specifically Priced (NSP) Items dollar limits.
<b>Use Own Order Forms</b>	Local government agencies may use their own purchase order forms (in lieu of the State's STD. 65 Contract Delegation/Purchase Order Form), and shall issue it directly to the CMAS contractor via mail or facsimile.
<b>Quarterly Reports</b>	Contractors must report all activity by local government agencies in their quarterly reports.
<b>Payment</b>	Local government agencies shall accept sole responsibility for payment to the Contractor.

---

## CMAS CONTRACTOR PACKET

### EXHIBIT A – LOCAL GOVERNMENT AGENCY USAGE

---

#### **Administrative Fee and Billing (Waived for Certified Small Businesses)**

The Procurement Division will bill each state and local government agency for use of CMAS contracts equal to 1.93% of the total value of each purchase order, except for purchase orders issued to certified small businesses because they are exempt from the Procurement Division administrative fee.

The 1.93% also applies to the finance cost for financed transactions. See CMAS Contractor Packet, Section 9, for Rental, Finance, and Lease Policies.

The Procurement Division will invoice state and local government agencies directly. The administrative fee is:

- Not included in the purchase order
- Not invoiced by the contractor
- Not remitted by the agency before an invoice is received

When the total of the agency purchase order is higher than the invoiced amount, the agency must issue an amendment to the purchase order to lower the total amount or DGS/PD will bill the administrative fee against the original higher total.

---

#### **Where to Send Copies?**

Local government agencies are required to send a copy of the purchase order to:

Department of General Services  
Procurement Division – Data Management  
707 Third Street, Second Floor  
West Sacramento, CA 95605

---

## CMAS CONTRACTOR PACKET

### EXHIBIT B – DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

Please do not submit Exhibit B to the CMAS Unit with your proposal. It is required by the agency, as applicable.

---

<b>Federal Requirement</b>	<p><u>Contractors are required to provide the following certification to the agency before award of a purchase order based on federal funds.</u></p> <p>This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 <u>Federal Register</u> (pages 19160-19211)</p>
<b>Present Status</b>	<p>The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.</p>
<b>Attach Explanation</b>	<p>Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.</p>
<b>Instructions for Certification</b>	<p><b>READ FOLLOWING INSTRUCTIONS THAT ARE AN INTEGRAL PART OF THE CERTIFICATION</b></p> <ol style="list-style-type: none"><li>1. By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.</li><li>2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.</li><li>3. The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.</li><li>4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily exclude," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.</li></ol>

---

## CMAS CONTRACTOR PACKET

### EXHIBIT B – DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

---

**Instructions for Certification  
(Continued)**

5. The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not, knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
  6. The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
  7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
  8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
  9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.
- 

---

**Name and Title of Authorized Representative**

---

**Signature**

## CMAS CONTRACTOR PACKET

### EXHIBIT C – HOW TO OBTAIN FEDERAL GSA PRICE SCHEDULES

---

#### Current Federal GSA Schedules

There are three (3) options for obtaining a copy of a current Federal GSA schedule, including price pages for product/services, contract terms and conditions, and all applicable modifications. They are:

- Option 1: Internet: [www.gsaelibrary.gsa.gov/elib/eLibrary.jsp](http://www.gsaelibrary.gsa.gov/elib/eLibrary.jsp)
  - Option 2: Phone: Federal Schedules Information Center at 1 (800) 488-3111, press option #3, ask for Libby Hoover
  - Option 3: E-mail: [libby.hoover@gsa.gov](mailto:libby.hoover@gsa.gov)
- 

#### Information Required by the Federal GSA

Request made via E-mail must include the following information:

- Name of Company (owner of contract)
- GSA Contract Number
- Effective Dates of Contract

**Note: Always request all schedule modifications (Std. Form 30) issued during the life of the schedule.**

#### **EXAMPLE:**

XYZ CORPORATION  
GS-35F-1234D

October 1, 1998 – September 30, 1999

**Include all modifications issued during life of schedule.**

The following information is required by GSA in order to fill the request:

- Name
- Company Name
- Address
- Phone No.
- Fax No.

The charges for “current” schedules are:

- No charge for schedules containing 249 pages or less.
- Ten (10) cents per page for schedules containing 250 pages or more, starting with page 1.

After the Federal Schedules Information Center has received the request, staff will research the subject schedule. The requester will be contacted after a page count and a price has been determined, if applicable. When payment is received, the requester will receive the information via U.S. Mail. Please allow a minimum of 2 weeks to receive copies of the schedule(s) requested.

---



## CMAS CONTRACTOR PACKET

### EXHIBIT C – HOW TO OBTAIN FEDERAL GSA PRICE SCHEDULES

---

#### **Expired Federal GSA Contracts**

There are four (4) options for obtaining a copy of an expired Federal GSA schedule, including price pages for product/services, contract terms and conditions, and all applicable modifications.

- Option 1: Internet: [www.gsa.gov/staff/c/ca/foia\\_handbook.htm](http://www.gsa.gov/staff/c/ca/foia_handbook.htm)
- Option 2: Phone: Federal Freedom of Information Act (FOIA) at (202) 501-2262, ask for Sharon Lighton
- Option 3: E-mail: [sharon.lighton@gsa.gov](mailto:sharon.lighton@gsa.gov)
- Option 4: FAX: Federal Freedom of Information Act at (202) 501-2727; attn: Sharon Lighton

The Internet site contains useful information on how to request a document, fees, and office address information. FOIA has begun to put GSA FSS Price Schedules on their Web site, however, not all schedules are available at this time. If a schedule is found online, it may be able to be downloaded. Otherwise, provide FOIA with the price schedule and requestor information as detailed above.

FOIA charges are:

- No charge for schedules with a cost of \$25.00 or less.
- \$29.00 per hour charge for researching a request, plus ten (10) cents per page for any requested copy.

---

#### **How long does it take?**

Please note that under the Freedom of Information Act, FOIA is required to respond to all requests within 20 working days from receipt of request.

---

## **CMAS CONTRACTOR PACKET**

### **EXHIBIT D – SPECIFIC MANUFACTURER AUTHORIZATIONS**

**Specific manufacturer authorization requirements can be found on the following CMAS web site:**

**<http://www.pd.dgs.ca.gov/cmas/SpcMfgAuth.htm>**

EXHIBIT E – COMPONENTS OF A CMAS CONTRACT



CMAS contracts include:

- Cover page with Department of General Services (DGS) signature and logo (includes procedures).
- California Ordering Instructions and Special Provisions and CMAS Terms and Conditions.
- Federal General Services Administration (GSA) schedule or non-federal GSA multiple award contract terms and conditions.
- Federal General Services Administration (GSA) schedule or non-federal GSA multiple award contract products, services and prices.
- Payee Data Record (Std. Form 204)

**Who is responsible for distribution upon request by any state and local government agency?**

**Answer: YOU ARE!**

## CMAS CONTRACTOR PACKET

### EXHIBIT F – CONTRACTOR CONTACT NAME OR ADDRESS CHANGE

---

**Contact Name Change**

The Contractor must complete this form to request a CMAS contact name or address change.

---

**Sign and Date Form**

Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Person Requesting Change (Print): \_\_\_\_\_

CMAS Contract Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

---

**Contractor Distributes Change**

The Contractor is responsible for distributing the new contact name and phone number, etc., when the contract is distributed to agencies (upon request). A one-page insert is acceptable.

The Contractor web site should also be updated, as applicable.

The CMAS Unit will include the contact name change information when the contract is next renewed or amended.

---

**Where to Send Form**

Department of General Services  
Procurement Division/CMAS Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605  
Attention: Application Processing  
Phone: 916/375-4368 Fax: 916/375-4663

---

**CHANGE CMAS CONTACT INFORMATION TO:**

**THIS INFORMATION WILL BE PUBLISHED IN THE CMAS WEB SITE AND USED FOR ALL  
CMAS BULLETINS AND OTHER CORRESPONDENCE**

**CMAS Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## CMAS CONTRACTOR PACKET

### EXHIBIT G – CONTRACTOR NAME/OWNERSHIP CHANGE

---

<b>Letter Requesting Name Change</b>	When the Contractor's company changes its name, or has been purchased or merged with a new company, a letter requesting the change is required by the CMAS Unit. The information, certifications, and forms required to be included in the letter are outlined below.
--------------------------------------	---

---

<b>Letter Addressee</b>	Ms. Terri Lopez, Program Analyst California Department of General Services Procurement Division/CMAS Unit 707 Third Street, Second Floor West Sacramento, CA 95605
-------------------------	--

---

<b>Present &amp; New Company Name</b>	<u>COMPANY NAME</u> has changed its name to (or been purchased by or has merged with) <u>NEW COMPANY NAME</u> and requests the CMAS Unit to change the company name on the following CMAS contract(s) to <u>NEW COMPANY NAME</u> : # <b>X-XX-XX-XXXXA</b>
---------------------------------------	---

---

<b>Contract Provisions and Liabilities</b>	<u>NEW COMPANY NAME</u> accepts all CMAS Terms and Conditions (dated _____), the terms and conditions of the federal GSA schedule or non-federal GSA multiple award contract, and all liability and responsibility under the above CMAS contract(s) <u>from the date the contract was issued to the initial contractor through contract expiration.</u>
--	---

---

<b>General Information</b>	<ol style="list-style-type: none"><li><b>Ownership information</b> – (large or certified small business, or Disabled Veteran Business Enterprise)</li><li><b>Minimum order requirements</b> are \$ _____ (or "none")</li><li><b>Contractor mailing and phone information:</b></li></ol>
----------------------------	---

CONTRACTOR:

- Name
- Street Address
- City, State, Zip Code

CMAS CONTRACTOR REPRESENTATIVE:

- Name
  - Telephone Number [Toll Free, if available]
  - Fax Number
  - Email address
-

## CMAS CONTRACTOR PACKET

### EXHIBIT G – CONTRACTOR NAME/OWNERSHIP CHANGE

---

**General  
Information  
(Continued)**

4. **CAL-Card (VISA) (is/is not) accepted.**
  5. **The NSP (Not Specifically Priced) provision (is/is not) requested.**  
(This provision is not allowed in information technology (IT) service contracts).
  6. **I hereby certify that during the term of the CMAS contract, NEW COMPANY NAME will only provide qualified personnel which meet the educational and/or experience requirements that are stipulated for the classifications listed in the federal GSA schedule(s) or non-federal GSA multiple award contract(s). (Applicable for IT services.)**
- 

**Certifications  
and Forms**

Enclose the following required certifications and forms reflecting the contractor name/ownership change:

- Secretary of State Certificate of Status (if applicable)
  - CMAS Contractor Certification
  - STD. 204 – Payee Data Record
  - Contractor's License Information form (if applicable)
  - Small Business and/or DVBE Certifications (if applicable)
  - Best Customer Reference forms for consulting services (if applicable)
  - Manufacturer Authorization(s) for products and personal services (if applicable) like maintenance and repair, etc.
- 

**Signature  
Blocks**

Sincerely,

OLD COMPANY REPRESENTATIVE , Signature and Title  
NEW COMPANY REPRESENTATIVE, Signature and Title

Enclosures

---

**Purchase  
Without Name  
Change**

If one company is purchased by another but there is no name change and only the FEIN changes, then the company is only required to submit a new Payee Data Record (Std. 204) and a letter of explanation. The other requirements above can be ignored.

---

# CMAS CONTRACTOR PACKET

## EXHIBIT H – USEFUL WEB SITES

Department of Finance	<a href="http://www.dof.ca.gov">www.dof.ca.gov</a>
CMAS Internet Address	<a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a> (click on CMAS)
Contractor License Status Inquiry System	<a href="http://www2.cslb.ca.gov">www2.cslb.ca.gov</a>
Secretary of State	<a href="http://204.147.113.12/list.html">204.147.113.12/list.html</a>
Governor Gray Davis Executive Orders	<a href="http://www.ca.gov">www.ca.gov</a> (click on Governor's picture Click on Press Room)
Office of Small Business and DVBE Certification	<a href="http://www.pd.dgs.ca.gov/smbus">www.pd.dgs.ca.gov/smbus</a>
State Budget (no web site)	Walk-in purchases only (mail-in requests not accepted). Legislative Bill Room Service, State Capitol, Room B-32, Sacramento, CA 95814
California Codes and Laws	<a href="http://www.leginfo.ca.gov">www.leginfo.ca.gov</a>
City and County Government Contacts	<p>City and County web site: <a href="http://www.infospace.com">www.infospace.com</a></p> <p>League of California Cities: <a href="http://www.cacities.org">www.cacities.org</a></p> <p>Address Label Ordering Information: League of California Cities, Attn: Label Processor, 1400 K Street, 4<sup>th</sup> Floor, Sacramento, CA 95814</p> <p><u>Organizations:</u></p> <p>California Association of Public Purchasing Officers (CAPPO): <a href="http://www.cappo.org">www.cappo.org</a></p> <p>California Association of School Business Officers (CASBO): <a href="http://www.casbo.org">www.casbo.org</a></p>
State Government Contacts	<p>California Directory: <a href="http://www.cold.ca.gov">www.cold.ca.gov</a></p> <p>State Contracting and Purchasing Officials Directory: <a href="http://www.pd.dgs.ca.gov/smbus">www.pd.dgs.ca.gov/smbus</a></p> <p>Procurement Division Directory: <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a> (select Directory)</p>
California Department of Education	<a href="http://www.cde.ca.gov">www.cde.ca.gov</a>
Federal Supply Schedule	<a href="http://www.gsaelibrary.gsa.gov">www.gsaelibrary.gsa.gov</a> (800/488-3111 – select option 3)
List of State Departments	A list of State Departments is available through the State of California Homepage Internet web site at: <a href="http://www.ca.gov">www.ca.gov</a>

## CMAS CONTRACTOR PACKET

### EXHIBIT I – PRODUCTIVE USE REQUIREMENT FOR INFORMATION TECHNOLOGY PRODUCTS

The following requirements apply to all information technology products being offered for a CMAS contract.

---

#### **Productive Use Requirement for Information Technology Products**

The elapsed time that equipment or software must have been in operation is based upon the importance of the equipment or software for system operation and its cost.

Each equipment or software component must be in current operation for a paying customer. The paying customer must be external to the contractor's organization (not owned by the contractor and not owning the contractor).

Categories 1 and 2 below designate product categories and the required period of time for equipment or software operation before replacement products and NSP items are acceptable.

---

#### **Category 1 – Critical Software**

Critical software is software that is required to control the overall operation of computer system or peripheral equipment. Included in this category are operating systems, database management systems, language interpreters, assemblers and compilers, communications software and other essential system software.

##### **Cost**

##### **Prior Operation**

- (1) More than \$100,000
- (2) \$10,000 up to \$100,000
- (3) Less than \$10,000

8 months  
4 months  
1 month

---

#### **Category 2 – All Information Technology Equipment and Non-Critical Software**

Information technology equipment is defined in SAM Section 4819.2.

##### **Cost**

##### **Prior Operation**

- (1) More than \$100,000
- (2) \$10,000 up to \$100,000
- (3) Less than \$10,000

6 months  
4 months  
1 month

---

#### **Compliance Substantiation**

To enable substantiation of compliance with the Productive Use Requirement, the contractor must provide the name and address of the applicable customer installation and the name and telephone number of a contact person.

---



## CMAS CONTRACTOR PACKET

### EXHIBIT J – AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

---

#### ADA Policy

The following outlines the Department of General Services, Procurement Division, Americans with Disabilities Act (ADA) policy of nondiscrimination on the basis of disability:

**To meet and carry out compliance with the nondiscrimination requirements of the Americans with Disabilities Act (ADA), it is the policy of the Procurement Division (within the State Department of General Services) to make every effort to ensure that its programs, activities, and services are available to all persons, including persons with disabilities.**

---

#### Phone Numbers for Help

For persons with a disability needing a reasonable accommodation to participate in the procurement process, or for persons having questions regarding reasonable accommodations for the procurement process, please call the following numbers:

- Procurement Division at: 916-375-4400 (main office)
- Procurement Division TTY/TDD (telephone device for the deaf)
  - Sacramento Office: 916-376-1891
  - Fullerton Office: 714-773-2093
- California Relay Service
  - Voice: 1-800-735-2922 or 1-888-877-5379
  - TTY: 1-800-735-2929 or 1-888-877-5378
  - Speech to Speech: 1-800-854-7784

You may also directly contact the Procurement Division contact person responsible for the procurement document.

---

#### Advance Notice

**IMPORTANT:** To ensure that we can meet your need, it is best that we receive your request at least 10 working days before the scheduled event (i.e., meeting, conference, workshop, etc.) or deadline due date for the procurement document.

---

## CMAS CONTRACTOR PACKET

### EXHIBIT K – MARKETING CMAS

You are competing with many other contractors. You must proactively market your contract to receive business.

---

#### News Releases

State approval is required for all news releases about CMAS. Send news releases to:

Department of General Services  
Procurement Division – CMAS Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605  
Attention: Carol Umfleet

---

#### Government Contacts

See CMAS Contractor Packet, Exhibit H, Useful Web Sites.

---

#### Purchase State Telephone Directory

Contact the State of California Publications Unit to purchase a State Telephone Directory at the Procurement Division's Home Page: [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (Materials Management Section, Publications) or, mail your request to:

Department of General Services  
Procurement Division - Publications Unit  
1700W National Drive  
Sacramento, CA 95834

The Directory can also be accessed online at [www.cold.ca.gov](http://www.cold.ca.gov).

---

#### State Seal and Golden Bear

Contractors are prohibited from using the State of California Seal or Golden Bear on any documents or materials.

---

#### Hot Link to CMAS Contractor Web Site

If you are interested, we will establish a hot link from the CMAS List of Approved Contractors to your web site. The following information is required:

CMAS Contract Number  
Contractor Name  
Term of Contract  
Contact Person  
Phone Number  
Internet Address  
Brief Description of Products/Services

Mail the information to: Department of General Services  
Procurement Division - CMAS Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605  
Attention: Steve Tuck Fax: 916-375-4663  
Email: [steve.tuck@dgs.ca.gov](mailto:steve.tuck@dgs.ca.gov)

---

## CMAS CONTRACTOR PACKET

### EXHIBIT L – CMAS QUARTERLY BUSINESS ACTIVITY REPORT REQUIRED FORMAT (A REPORT IS REQUIRED EVEN WHEN NO ACTIVITY)

1. Calendar Quarter Number: (Quarter # and Year)
2. CMAS Contract Number: XX-XX-XX-XXXXX (including alpha suffix if applicable)
3. Contractor: Company Name and Address
4. Contractor Contact: Name and Phone Number

5.	6.	7.	8.	9.	10.	11.	12.
Agency Name	Purchase Order (PO) Number	Purchase Order Date	Agency Billing Code	Total Dollars per Purchase Order	Agency Contact	Agency Address	Phone Number
			<b>FORMAT</b>				

13. Total dollars for quarter: \$\_\_\_\_\_

The Quarterly Report must contain all of the above data elements, but may be in a landscape report format.

1. Identify the calendar quarter number and year for the report you are submitting.
2. Identify your company's CMAS contract number. A separate report is required for each contract, as differentiated by alpha suffix (if applicable). Multiple contracts on Std. 65 State purchase order form should be itemized by contract number. For each individual contract (as differentiated by alpha suffix), identify and group together the contract number with line items and subtotal per contract number (do not include tax in the subtotal).
3. Identify your company name and mailing address.
4. Identify the company contact and phone number for the CMAS contract or the person preparing and submitting the report.
5. Identify the State agency or local government agency that issued the CMAS order.
6. Identify the purchase order number (and amendment number if applicable) on the order form. This is not your invoice number. This is the number the State agency or local government agency assigns to the order.
7. Identify the date the purchase order was issued. This is not the date you received, accepted, or invoiced the order.
8. Identify the State agency billing code. This is a five-digit number identified on the upper right hand corner of the Std. 65 purchase order form. You must identify this number on all purchases made by State of California agencies. Local government agencies will not reference a billing code. You may leave this blank for local government agency orders.
9. Identify the total dollars of the order before tax. Tax must NOT be included in the quarterly report, even if the agency includes tax on the purchase order. The total dollars per order should indicate the entire purchase order amount regardless of when you invoice order, perform services, deliver product, or receive payment.
10. Identify the "Bill To" agency or local government agency CONTACT on the purchase order.
11. Identify the "Bill To" agency or local government agency ADDRESS on the purchase order.
12. Identify the State agency or local government agency phone number on the purchase order.
13. Identify the total dollars pre-tax for all orders placed in that calendar quarter.
14. When the agency amends the purchase order to increase or decrease the dollar amount, the incremental dollar difference must be reported on the following quarterly report. Do not report the total purchase order amount.

## CMAS CONTRACTOR PACKET

### EXHIBIT M – TELECOMMUNICATIONS DIVISION CONTRACT CNT-001

---

**Contract CNT-001**

The services listed below are on the Department of General Services, Telecommunications Division Contract CNT-001. These services are mandatory for all state agencies subject to the Department of Information Technology Management Memo 97-01.

---

**Voice Network Services**

Local Usage	International Toll Free
Long Distance VNET	900 Service
Long Distance Access	Operator Services
Advanced Intelligent Network (AIN)	Calling Card
Toll Free	PrePaid Calling Card
Enhanced Toll Free	Centrex Audio Conferencing
800 Enhanced Call Routing (ECR)	Audio Conferencing

---

**Line Side Services**

Business Access Line	Custom Local Signaling Services (Class)
Centrex	Interactive Voice Response (IVR) and Call Router
ISDN	Automated Attendant/Call Routing
Account Codes	ACD
PBX Trunks	ACD/MIS
Super Trunk Service	Announcement/Music in queue
Voice Mail	Computer Interface (CompuCall) Service
	Intelligent Call Routing

---

**Data Services**

Dedicated Services	Frame Relay Service and Asynchronous Transfer Mode
Extended Dedicated Services	Data Services
SONET (Synchronous Optical Network)	InterLATA Frame Relay & ATM
Ring and Access Services	Extended Frame Relay
ISDN Primary Rate (ISDN)	
Switched 56	Managed Frame Relay
Switched T1/T3	Managed Extended Frame Relay
	Extended ATM

---

**Additional Services**

Billing Products

---

## CMAS CONTRACTOR PACKET

### EXHIBIT N – CMAS ONLINE SEARCH INSTRUCTIONS

---

#### Web Site

Go to [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) and click on:

- CMAS
  - Find a CMAS Contract
  - New CMAS Search
- 

#### Limited Descriptors

The CMAS database limits contract descriptors to a maximum of 12. More products and services may be available on the contract.

---

#### Basic Search

##### Search by Product/Service Description

- Click on **CMAS Product/Service**
- Click on **View Products/Services** (scroll list and click on what you need and then scroll back to the top and click on "**here**" to populate the search field.)
- Click on box for **Small Business (S/B)** and/or **Disabled Veteran Business Enterprise (DVBE)** if applicable.
- Click on **Search** button
- Contracts (if any found) will be displayed in a new window (click on contract number for details).

##### Search by Contractor Name

- Click on **Contractor Name**
  - Enter partial or full name of contractor
  - Click on box for **Small Business (S/B)** and/or **Disabled Veteran Business Enterprise (DVBE)** if applicable.
  - Contracts (if any found) will be displayed in a new window (click on contract number for details).
- 

#### Advanced Search

Click on **Advanced Search** (towards top of screen). Under **Select Search Scope**, click on following search options:

- **Any** (default) – Displays pages that contain the words (in any order) in the search box. For personal computers, all pages that contain either personal or computer will be displayed.
- **All** – Displays pages that contain the words in the search box. For personal computers, all pages that contain both personal and computers will be displayed.
- **Exact Phrase** – Displays pages that contain the exact words (in the exact order) as in the search box.

The following options are available. Once the option has been selected, click the "SEARCH" button to execute search.

---

## CMAS CONTRACTOR PACKET

### EXHIBIT N – CMAS ONLINE SEARCH INSTRUCTIONS

---

#### Advanced Search (Continued)

- For **CMAS Product/Service Search**, click here and enter product/service description (complete phrases, multiple terms, or partial word like micro is acceptable). For the most accurate results, type in the product/service description as it appears in **View Codes**. Click on **View Codes** for a list of descriptions.
- For **CMAS Contractor Name**, click here and enter complete or partial names.
- For a list of only **Small Business (SB)** and/or **Disabled Veteran Business Enterprises (DVBE)**, click the appropriate box.
- For **CMAS Contract Number Search**, click here and enter the CMAS contract number (X-XX-XX-XXXXA).
- For **Contractor Location Search** by city, click here.
- For **Contract Category Search**, click here and using the drop down menu search by contract category. Categories are general descriptions like Telecommunication Equipment or Non-Information Technology services.

Contracts (if any found) will be displayed in a new window (click on contract number for details).

---

#### Search Within Results

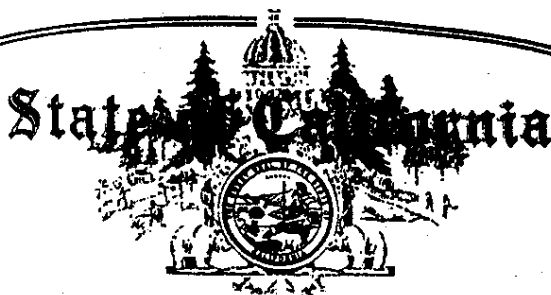
Use the initial search results and click on **Search Within Results** at the top of the screen. Enter any part or all of the **CMAS Product/Service Codes** to further refine your search.

Once the option has been selected, click the “**SEARCH**” button to execute search.

Contracts (if any found) will be displayed in a new window (click on contract number for details).

---

EXHIBIT O – SECRETARY OF STATE CERTIFICATE OF STATUS



SECRETARY OF STATE  
CERTIFICATE OF STATUS  
DOMESTIC CORPORATION

I, BILL JONES, Secretary of State of the State of California, hereby certify:

That on the «DayOfMonth» day of «MonthAndYear», «CorpName» became incorporated under the laws of the State of California by filing its Articles of Incorporation in this office; and

That no record exists in this office of a certificate of dissolution of said corporation nor of a court order declaring dissolution thereof, nor of a merger or consolidation which terminated its existence; and

That said corporation's corporate powers, rights and privileges are not suspended on the records of this office; and

That according to the records of this office, the said corporation is authorized to exercise all its corporate powers, rights and privileges and is in good legal standing in the State of California; and

That no information is available in this office on the financial condition, business activity or practices of this corporation.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of September 15, 1999.

EXHIBIT O – SECRETARY OF STATE CERTIFICATE OF STATUS



SECRETARY OF STATE

**CERTIFICATE OF STATUS  
CALIFORNIA LIMITED PARTNERSHIP**

*I, BILL JONES, Secretary of State of the State of California, hereby certify:*

*That on the «Day» day of «Month», 19«Year», «CALPName», became recognized under the laws of the State of California by filing its certificate of Limited Partnership in this office; and*

*That no record exists in this office of a certificate of cancellation of said limited partnership nor of a court order declaring cancellation thereof; and*

*That according to the records of this office, the said limited partnership is authorized to exercise all its powers, rights and privileges and is in good legal standing in the State of California; and*

*That no information is available in this office on the financial condition, business activity or practices of this limited partnership.*



IN WITNESS WHEREOF, I execute  
this certificate and affix the Great  
Seal of the State of California this  
«CurrDay» day of «MoYr».



EXHIBIT O – SECRETARY OF STATE CERTIFICATE OF STATUS



SECRETARY OF STATE

**CERTIFICATE OF STATUS  
CALIFORNIA LIMITED LIABILITY COMPANY**

*I, BILL JONES, Secretary of State of the State of California, hereby certify:*

*That on the «Day» day of «Month», 19«Year», «CaLLCName», became recognized under the laws of the State of California by filing its Articles of Organization in this office; and*

*That no record exists in this office of a certificate of cancellation of said limited liability company nor of a court declaring cancellation thereof; and*

*That according to the records of this office, the said limited liability company is authorized to exercise all its powers, rights and privileges and is in good legal standing in the State of California; and*

*That no information is available in this office on the financial condition of this limited liability company.*



**IN WITNESS WHEREOF, I execute  
this certificate and affix the Great  
Seal of the State of California this  
«CurrDay» day of «MoYr».**

## CMAS CONTRACTOR PACKET

### EXHIBIT P – SAMPLE LETTER OF OFFER

---

**Letter of Offer** The Contractor's Letter of Offer must include the information outlined below for **new and renewal** proposals.

---

**Renewal Offers** Include the following statement at the beginning of your letter: COMPANY NAME is requesting renewal of our existing CMAS contract number \_\_\_\_\_.

---

**Letter Address** California Department of General Services  
Procurement Division - CMAS Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605  
Attention: Application Processing

---

**Company Name** COMPANY NAME is offering to the State of California, including local government agencies, the same products and/or services, similar terms and conditions, and pricing from the enclosed federal General Services Administration (GSA) schedule(s) or non-federal GSA multiple award contract identified on the enclosed CMAS Contractor Certification.

If all the products/services and provisions from the base contract (federal GSA schedule or non-federal GSA multiple award contract) are not being offered, clearly specify the products and/or services that are being offered for your CMAS contract.

---

**Acceptance of Contract Terms & Conditions** COMPANY NAME accepts the State of California CMAS Terms and Conditions dated: \_\_\_\_\_ (\_\_\_Information Technology Products and/or Services \_\_\_Non-Information Technology Products \_\_\_Non-Information Technology Services) \* without exception.

\*Check which terms and conditions apply and identify date.

---

**Required Information**

1. **Ownership information** – (large or certified small business, or Disabled Veteran Business Enterprise)
2. **Minimum order requirements** are \$\_\_\_\_\_(or “none”)
3. **Contractor mailing (P.O. Box only is not acceptable) and phone information:**

CONTRACTOR:

Name  
Street Address  
City, State, Zip Code

CMAS CONTRACTOR REPRESENTATIVE:

Name  
Telephone Number [Toll Free, if available]  
Fax Number  
Email address

---

## CMAS CONTRACTOR PACKET

### EXHIBIT P – SAMPLE LETTER OF OFFER

---

#### Required Information (Continued)

4. CAL-Card (VISA) (is/is not) accepted.
  5. The NSP (Not Specifically Priced) provision (is/is not) requested. (The NSP provision is not allowed in CMAS contracts for services only).
  6. I hereby certify that during the term of the CMAS contract COMPANY NAME will only provide qualified personnel which meet the educational and/or experience requirements that are stipulated in the federal GSA schedule(s) or non-federal GSA multiple award contract(s).
  7. I hereby certify that during the term of the CMAS contract COMPANY NAME will perform (as applicable) installation services and software services using manufacturer or software publisher authorized personnel and meet manufacturer or software publisher documented specifications, unless otherwise specifically stated in the purchase order/Statement of Work.
- 

#### Required Certifications and Forms

Enclose the following required certifications, documents and forms:

- Secretary of State Certificate of Status (if applicable)
  - STD. 204-Payee Data Record
  - CMAS Contractor Certification
  - Contractor's License Information form (if applicable)
  - Small Business and/or DVBE Certifications (if applicable)
  - Best Customer Reference form(s) for IT consulting services (if applicable)
  - Manufacturer/Distributor authorization(s) for products and personal services (if applicable) like maintenance, repair, installation, etc.
  - CMAS Product and Service Codes
  - Two copies of the base contract (federal GSA schedule or non-federal GSA multiple award contract).
- 

#### Signature Block


Sincerely,

COMPANY REPRESENTATIVE, Signature and Title

Enclosures

---

## EXHIBIT Q – PAYEE DATA RECORD

<div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div>  <b>CERTIFYING SIGNATURE</b>	<p><i>I hereby certify under penalty of perjury that the information provided on this document is true and correct. If my residency status should change, I will promptly inform you.</i></p>		
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print)		TITLE
	SIGNATURE  	DATE	TELEPHONE NUMBER

# CMAS CONTRACTOR PACKET

## EXHIBIT Q – PAYEE DATA RECORD

STATE OF CALIFORNIA  
**PAYEE DATA RECORD**  
STD. 204 (REV. 2-2000) (REVERSE)

### ARE YOU A RESIDENT OR A NONRESIDENT?

Each corporation, individual/sole proprietor, partnership, estate or trust doing business with the State of California must indicate their residency status along with their taxpayer identification number.

A **corporation** will be considered a "resident" if it has a permanent place of business in California. The corporation has a permanent place of business in California if it is organized and existing under the laws of this state or, if a foreign corporation has qualified to transact intrastate business. A corporation that has not qualified to transact intrastate business (e.g., a corporation engaged exclusively in interstate commerce) will be considered as having a permanent place of business in this state only if it maintains a permanent office in this state that is permanently staffed by its employees.

For **individuals/sole proprietors**, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For withholding purposes, a **partnership** is considered a resident partnership if it has a permanent place of business in California. An estate is considered a California estate if the decedent was a California resident at the time of death and a trust is considered a California trust if at least one trustee is a California resident.

More information on residency status can be obtained by calling the Franchise Tax Board at the numbers listed below:

From within the United States, call.....1-800-852-5711  
From outside the United States, call.....1-916-845-6500  
For hearing impaired with TDD, call....1-800-822-6268

### PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-5791) requires that any federal, state, or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State must provide their Taxpayer Identification Number (TIN) as required by the State Revenue and Taxation Code, Section 18646 to facilitate tax compliance enforcement activities and to facilitate the preparation of Form 1099 and other information returns as required by the Internal Revenue Code, Section 6109(a). The TIN for individual and sole proprietorships is the Social Security Number (SSN).

It is mandatory to furnish the information requested. Federal law requires that payments for which the requested information is not provided be subject to a 31% withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

Please call the Department of Finance, Fiscal Systems and Consulting Unit at (916) 324-0385 if you have any questions regarding this Privacy Statement. Questions related to residency or withholding should be referred to the telephone numbers listed above. All other questions should be referred to the requesting agency listed in Section 1.

### ARE YOU SUBJECT TO NONRESIDENT WITHHOLDING?

Payments made to nonresident payees, including corporations, individuals, partnerships, estates and trusts, are subject to withholding. Nonresident payees performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1500 or less for the calendar year.

A nonresident payee may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address below. A waiver will generally be granted when a payee has a history of filing California returns and making timely estimated payments. If the payee activity is carried on outside of California or partially outside of California, a waiver or reduced withholding rate may be granted. For more information, contact:

Franchise Tax Board  
Nonresident Withholding Section  
Attention: State Agency Withholding Coordinator  
P.O. Box 651 Sacramento, CA 95812-0651  
Telephone: (916) 845-4900  
FAX: (916) 845-4831

If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form.

## CMAS CONTRACTOR PACKET

### EXHIBIT R – CONTRACTOR CERTIFICATION

By signing below, I hereby certify that my company will comply with the following requirements.

---

<b>Contractor Responsibility</b>	<p>My company will be totally responsible for all products and services sold through my company's CMAS contract.</p> <p>All products, services, and prices offered by my company under the CMAS program appear on and meet all criteria for the referenced (base) federal General Services Administration (GSA) schedule or non-federal GSA multiple award contract.</p>
<b>Approved Products and Services</b>	<p>My company will sell only products and services approved for my CMAS contract(s). This may include the entire or partial federal GSA schedule or non-federal GSA multiple award contract.</p>
<b>Contract Prices</b>	<p>All prices for products and services offered by my company will be equal to or lower than the price in the referenced (base) federal GSA schedule or non-federal GSA multiple award contract.</p>
<b>Contractor Provides Contract</b>	<p>My company will provide to each agency upon request a complete copy of the CMAS contract (see CMAS Contractor Packet, Exhibit E, for the components of a CMAS contract).</p>
<b>Software Copyright Laws</b>	<p>My company has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.</p>
<b>Company Authorization Required</b>	<p>My company is manufacturer/distributor authorized to provide the products and personal services (maintenance, repair, installation, etc.) approved for my CMAS contract.</p>
<b>Product Installation</b>	<p>My company will perform product installation and modification only if specifically provided for in the CMAS contract. All product installations and modifications performed by my company will be by manufacturer-authorized personnel and meet manufacturer- documented specifications, unless otherwise specifically stated in the purchase order/Statement of Work.</p>
<b>Network Design Services</b>	<p>All network design services must result in a hardware or software solution. Also, all network design services performed by the Contractor that include infrastructure components must be performed by a BICSI certified Registered Communications Distribution Designer (RCDD) employed either by the Contractor or subcontractor. Evidence of RCDD certification may be required by the ordering agency.</p>

---

## CMAS CONTRACTOR PACKET

### EXHIBIT R – CONTRACTOR CERTIFICATION

---

**Resumes and References**

My company will provide customer references and resumes upon request by the ordering agency.

---

**Software Services**

My company will perform software services only if specifically provided for in the CMAS contract. All software services performed by my company will be by software publisher-authorized personnel and meet software publisher-documented specifications, unless otherwise specifically stated in the purchase order/Statement of Work.

---

**Keeping Current**

My company will sell only the most current CMAS approved products and services (at or below the same prices) as approved for the referenced (base) federal GSA schedule or non-federal GSA multiple award contract. My company will maintain files (including all modifications) to substantiate compliance with this requirement.

This requirement also applies to my company if I am establishing my CMAS contract with products, services, and prices from another contractor's federal GSA schedule or non-federal GSA multiple award contract.

---

**Education and Experience Requirements**

My company will only provide qualified personnel that meet the educational and/or experience requirements that are stipulated in the federal GSA schedule(s) or non-federal GSA multiple award contract(s).

---

**Recycled or Re-manufactured Cartridges**

Except as provided for in Public Contract Code 12156 (b), my company will not sell printer or duplication cartridges for which the manufacturer, wholesaler, distributor, retailer, or re-manufacturer places restrictions on the recycling or re-manufacturing of that cartridge by any other person. Restrictions on recycling or re-manufacturing may include:

- Reduced price in exchange for agreement to not re-manufacture
- License agreement forbids recycling or re-manufacturing
- Contract forbids recycling or re-manufacturing
- Proprietary chip prevents the re-use of the cartridge

Restricted cartridges will not be approved for the Approved Brands List (ABL). Alternatively, the Contractor may establish a recycling or re-manufacturing program. A separate agreement with the State will be required. Please contact Steve Casarez at 916/375-4481 or [steve.casarez@dgs.ca.gov](mailto:steve.casarez@dgs.ca.gov) to obtain a copy of the agreement.

---

## CMAS CONTRACTOR PACKET

### EXHIBIT R – CONTRACTOR CERTIFICATION

**False Claims: Section 12650 et seq. of the California Government Code provides for the imposition of treble damages for making false claims against the State. False claims may also result in immediate termination of this contract(s).**

List below the multiple award contract(s) that you are offering for your CMAS contract(s), contract owner (company name), and contract start and end dates. If more lines are required, attach additional sheets with the same information.

<b>Multiple Award Contract Number*</b>	<b>Contract Owner</b>	<b>Contract Start Date</b>	<b>Contract End Date</b>

\*This is the number of the multiple award contract(s) (i.e., federal GSA contract) from which the products, services and/or prices (as applicable) are being offered.

**By signing below, the Contractor certifies compliance with the requirements of this CMAS Contractor Certification, Exhibit R (3 pages).**

---

**Contractor (Offeror) Company Name**

---

**Authorized Signature**

---

**Date Signed**

---

**Print Name and Title**



## CMAS CONTRACTOR PACKET

### EXHIBIT S – CONTRACTOR’S LICENSE INFORMATION

<b>Applicability</b>	<p>Contractor shall complete the applicable Contractor’s License information below in accordance with the Contractor’s State License Board, Department of Consumer Affairs (<a href="http://www2.cslb.ca.gov">www2.cslb.ca.gov</a>).</p> <p><b>Contractors are required to complete this form if a Contractor’s License is required for the proposed work, even if the License is not listed below.</b></p>
<b>Prime Contractor Must Be Registered</b>	<p>The CMAS contractor must possess the appropriate License(s), even if a subcontractor is to perform the work. The License must be in the name of the Contractor or in the name of the “qualifying individual” of the company.</p>
<b>Sub-Contractor Must Be Registered</b>	<p>If subcontractors are used, they must also possess a valid California State Contractor’s License.</p>
<b>Installation, or Furnish and Install</b>	<p>Contracts that include installation, or the wording “furnish and install,” require at the time of contract award that the Contractor possess a valid California State Contractor’s License.</p>
<b>Buildings, Highways, Roads, Parking Facilities, Railroads, Excavation, or Other Structure</b>	<p>All contractors that construct or alter any building, highway, road, parking facility, railroad, excavation, or other public structure in California must be licensed by the California State License Board (CSLB) <u>if the total cost (labor and materials) of the project is \$500.00 or more.</u></p> <p><b>IMPORTANT:</b> Review CMAS Contractor Packet, Section 14, Public Works Projects.</p>
<b>Carpet</b>	<p>Contractors who install carpet must possess a valid C-15 or C-61 Contractor’s License.</p>
<b>Storage Devices &amp; Shelving Systems, Pallets, Bookstacks, Racks, etc.</b>	<p>Contractors who install storage devices, storage systems, shelving systems, bookstacks, pallet racks, etc., must possess a valid C-61, D-24 or D-34, Contractor’s License.</p>
<b>Data Wiring and Cabling</b>	<p>Contractors who install voice or data wiring and cabling must possess a valid C-7, C-10, or C-61/D05 Contractor’s License.</p>
<b>Grounds for Termination</b>	<p>Failure to be licensed or to keep the License current and in good standing shall be grounds for contract termination.</p>

**CMAS CONTRACTOR PACKET**

**EXHIBIT S – CONTRACTOR’S LICENSE INFORMATION**

---

**Class:** \_\_\_\_\_ **License No:** \_\_\_\_\_

**Licensee:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Relationship of Licensee to Contractor:**  
\_\_\_\_\_

---

**Class:** \_\_\_\_\_ **License No:** \_\_\_\_\_

**Licensee:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Relationship of Licensee to Contractor:**  
\_\_\_\_\_

---

**Class:** \_\_\_\_\_ **License No:** \_\_\_\_\_

**Licensee:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Relationship of Licensee to Contractor:** \_\_\_\_\_

---

## CMAS CONTRACTOR PACKET

### EXHIBIT T – SERVICES REQUIREMENTS

---

**Contract Holder**

Contractors offering services from their own multiple award contracts do not require further evidence of their ability to perform the services offered.

---

**No Multiple Award Contract**

Contractors who are offering services from another contractor's federal GSA schedule or other non-federal GSA multiple award contract must provide the following information to qualify for services.

Personal Services – Purchase orders for services that have someone doing something, e.g., maintenance services, cleaning services, waste removal services.

The Contractor must provide written substantiation that they are authorized to provide the personal services.

- For maintenance and repair, only manufacturer authorizations are acceptable.
- For installation services, contractors self-certify qualification in CMAS Contractor Packet, Exhibit R.

Consulting Services – Purchase orders for services of an advisory nature that provide a recommended course of action or personal expertise (product of the mind).

The Contractor must submit Best Customer Reference forms (minimum of three) describing work that their firm has performed within the last two years to substantiate their company is qualified to perform the consulting services offered (see below for Best Customer Reference forms).

The reference must include a narrative that details "what you did" for the customer and should not replicate the contract service description. However, the reference narrative must explicitly demonstrate the expertise being offered and correlate (one-for-one match) with the description of services/skills in the referenced multiple award contract. For example, if the CMAS applicant is providing COBOL programming, then the narrative must substantiate that the Contractor performed COBOL programming.

The references can be from either the private or public sector.

A reference that simply identifies a "project name" or provides a general description like "project management" will not be accepted because this provides no insight into the Contractor's capabilities.

Lack of detail will delay the process. Use attachments when necessary. The customer must initial the attachments.

The Contractor must select CMAS Products and Services Codes that correlate with the services described in the narrative and the skill categories in the multiple award contract offered. Use Exhibit T-3, Personal/Consulting Services Matrix, to provide this information.

---

## CMAS CONTRACTOR PACKET

### EXHIBIT T – SERVICES REQUIREMENTS

---

**Software Services**

Software services are required to be performed by publisher-authorized personnel and meet publisher documented specifications, unless otherwise specifically stated in the purchase order/Statement of Work. The Contractor certifies compliance with this requirement in CMAS Contractor Packet, Exhibit R. Also, the CMAS Unit or agency may request proof of authorization or qualification.

---

**Agencies Review Resumes**

Agencies are required to review resumes before order placement to substantiate level of expertise.

---

**Education and Experience Requirements**

The Contractor is required to provide qualified personnel that meet the educational and/or experience requirements that are stipulated in the federal GSA schedule(s) or non-federal GSA multiple award contract(s). This must be addressed in your firm's Letter of Offer (see CMAS Contractor Packet, Exhibit P).

---

**Master and Statewide Contracts**

Contractors are typically prohibited from offering products, services and prices from existing CMAS contracts, statewide annual or master contracts issued by the Department of General Services, Procurement Division.

---

**DGS Approves Orders for Non-IT Services**

State agency purchase orders (not applicable to local government agencies) for non-information technology services that exceed \$50,000 must be reviewed and approved by the Department of General Services, Procurement Division (DGS/PD) before issuance to the Contractor.

Once the purchase order is approved by DGS/PD, it will be stamped approved and signed by DGS/PD and returned to the agency for issuance to the Contractor.

Contractors are prohibited from accepting purchase orders exceeding \$50,000 without the DGS/PD stamp of approval and signature. Violation of this requirement may result in contract termination.

Agencies must send purchase orders that exceed \$50,000 to the following address for review and approval:

Department of General Services  
Procurement Division  
Contract Negotiations Unit  
707 Third Street, Second Floor  
West Sacramento, CA 95605

---

**Network Design Services**

All network design services must result in a hardware or software solution. Also, all network design services performed by the Contractor that include infrastructure components must be performed by a BICSI certified Registered Communications Distribution Designer (RCDD) employed either by the Contractor or subcontractor. Evidence of RCDD certification may be required by the ordering agency.

---

## CMAS CONTRACTOR PACKET

### EXHIBIT T – SERVICES REQUIREMENTS

---

**Follow-On  
Contracts  
Prohibited**

No person, firm, or subsidiary thereof who has been awarded a purchase order for consulting services, or a purchase order that includes a consulting component, may be awarded a purchase order for the provision of services, delivery of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the purchase order (State Administrative Manual, Section 5202 and PCC 10365.5).

Therefore, any consultant that contracts with a state agency to develop a feasibility study or provide formal recommendations for the acquisition of products or services is precluded from contracting for any work recommended in the feasibility study or the formal recommendation.

---

**Progress  
Payments**

For progress payments, See CMAS Contractor Packet, Section 5, Payments and Invoices, Progress Payments.

---

# CMAS CONTRACTOR PACKET

## EXHIBIT T

### PERSONAL/CONSULTING SERVICES REQUIREMENTS AND INSTRUCTIONS

#### BEST CUSTOMER REFERENCE FORMS – INSTRUCTIONS

<b>Company (CMAS Applicant)</b>	Enter the name of the company that is the service provider. <u>This is the CMAS applicant.</u>
<b>Project Title</b>	Enter the project title.
<b>Project Begin Date</b>	Enter the project start date for services performed within the last two years.
<b>Project End Date</b>	Enter the last date services were performed. If the project has been started but not completed, enter “On-going” <b>and</b> identify the task(s) completed in the narrative. <u>Only the completed components of the project will qualify for consideration.</u>
<b>Customer Name</b>	Enter the name of the reference customer that received the services.
<b>Street Address</b>	Enter the street address for the reference customer.
<b>City, State and Zip Code</b>	Enter the city, state, and zip code for the reference customer.
<b>Contact Person</b>	Print the name of the contact person who signed the Best Customer Reference Form, and the attached narrative, and who has direct knowledge of the services provided.
<b>Contact Phone Number</b>	Enter a phone number for the contact person.
<b>Narrative Description of Project and Services Provided/Performed</b>	<p>On an attached sheet, provide the following:</p> <ol style="list-style-type: none"><li>1. Describe the project</li><li>2. Identify the tasks and services completed to-date that your firm provided/performed on the project. Clearly demonstrate the correlation between the skill categories in the base contract* and the services provided by your firm on the project.</li><li>3. Customer must sign attachments if applicable.</li></ol> <p><i>*Base contract is the federal GSA schedule, or other non-federal GSA multiple award contract, that is used to establish the CMAS contract.</i></p>

# CMAS CONTRACTOR PACKET

## EXHIBIT T

### PERSONAL/CONSULTING SERVICES REQUIREMENTS AND INSTRUCTIONS

#### BEST CUSTOMER REFERENCE FORMS – INSTRUCTIONS

<b>Products and Services Codes</b>	The Contractor selected CMAS Products and Services Codes must correlate with the services provided in the customer reference narrative and the skill categories in the base contract.
<b>Questions</b>	Only the contact person must answer <u>all</u> the questions. Explain all “No” answers.
<b>Signature and Title</b>	The contact person must sign the form <u>and attachments</u> (if applicable) and print his/her title.
<b>Personal/Consulting Services Matrix</b>	Complete the matrix (Exhibit T-3) as applicable all submitted Best Customer References.

# CMAS CONTRACTOR PACKET

## EXHIBIT T-1 – BEST CUSTOMER REFERENCE FORM (Use Exhibit T-2 for Independent Verification & Validation)

<b>Company (CMAS Applicant)</b>		
<b>Project Title</b>		
<b>Project Term</b>	<b>Project Begin Date</b>	<b>Project End Date</b>
<b>Customer Name Street Address City, State and Zip Code Contact Person Contact Phone Number</b>		
<b>Narrative Description of Project and Services Provided/Performed</b>	<p>On an attached sheet, provide the following:</p> <ol style="list-style-type: none"> <li>1. Describe the project</li> <li>2. Identify the tasks and services completed to-date that your firm provided/performed on the project. Clearly demonstrate the correlation between the skill categories in the base contract* and the services provided by your firm on the project.</li> <li>3. Customer must sign attachments if applicable.</li> </ol> <p><i>*Base contract is the federal GSA schedule, or other non-federal GSA multiple award contract, that is used to establish the CMAS contract.</i></p>	
<b>Products and Services Codes</b>	<p>The Contractor selected CMAS Products and Services Codes must correlate with the services provided in the customer reference narrative and the skill categories in the base contract.</p>	

### QUESTIONS

### CIRCLE ONE

- |  |           |
|--|-----------|
| 1. Was the project completed within the original project time frames?        | YES NO    |
| 2. Was the project completed within the original project budget?             | YES NO    |
| 3. Were the Project Management services provided at the cost contracted for? | YES NO NA |
| 4. Were problems with the project addressed and resolved promptly?           | YES NO NA |
| 5. Did the work performed meet the project goals?                            | YES NO NA |
| 6. Would you use this company again?   | YES NO    |

**Contact Name Signature:** \_\_\_\_\_

**Title (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE EXPLAIN IF THE ANSWER TO 1 THROUGH 8 ABOVE IS NO:**



# CMAS CONTRACTOR PACKET

## EXHIBIT T-2 – BEST CUSTOMER REFERENCE FORM For Independent Verification & Validation (IV&V)

<b>Company (CMAS Applicant)</b>		
<b>Project Title</b>		
<b>Project Term</b>	<b>Project Begin Date</b>	<b>Project End Date</b>
<b>Customer Name Street Address City, State and Zip Code Contact Person Contact Phone Number</b>		
<b>Narrative Description of Project and Services Provided/Performed</b>	<p>On an attached sheet, provide the following:</p> <ol style="list-style-type: none"> <li>1. Describe the project</li> <li>2. Identify the tasks and services completed to-date that your firm provided/performed on the project. Clearly demonstrate the correlation between the skill categories in the base contract* and the services provided by your firm on the project.</li> <li>3. Customer must sign attachments if applicable.</li> </ol> <p><i>*Base contract is the federal GSA schedule, or other non-federal GSA multiple award contract, that is used to establish the CMAS contract.</i></p>	
<b>Products and Services Codes</b>	The Contractor selected CMAS Products and Services Codes must correlate with the services provided in the customer reference narrative and the skill categories in the base contract.	

QUESTIONS

CIRCLE ONE

1. Was ANSI/IEEE Std 1012-1998, or equivalent standard, used in conducting the IV&V services? YES NO
2. Was the project completed within the original project timeframes? YES NO
3. Was the project completed within the original project budget? YES NO NA
4. Was the original contracted scope of the software verification and validation plan followed? YES NO NA
5. Was the software verification and validation plan complete? YES NO NA
6. Was the software verification and validation report complete? YES NO

**Customer Contact Name Signature:** \_\_\_\_\_

**Title (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE EXPLAIN IF THE ANSWER TO 1 THROUGH 8 ABOVE IS NO:**

# CMAS CONTRACTOR PACKET

## EXHIBIT T- 3

### PERSONAL/CONSULTING SERVICES MATRIX (Sample Matrix – Submit with the Best Customer Reference Forms)

REQUESTED JOB TITLES	CMAS PRODUCT & SERVICES CODES	REFERENCED CUSTOMER
Sr. Programming Specialist Sr. IT Trainer  System Planner	1402-Consulting-Programming 1198-Training-Software 2056-Training-IT System Mgmt 1249-Consulting-IT Project Planning	ABC Company
System Planner  Sr. Analyst Jr. Programmer	1249-Consulting-IT Project Planning 222-Consulting-IT Require Analysis 1212-Consulting-System Analysis 1402-Consulting-Programming	XYZ Department
	<i>SAMPLE</i>	

## **CMAS CONTRACTOR PACKET**

### **EXHIBIT U – PRODUCTS AND SERVICES CODES**

**See CMAS web site [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS) for the most current list of Products and Services Codes.**